



Attendance Registration and School Roll Procedure

1. Introduction

1.1 The School maintains registers in accordance with the Education (Pupil Registration) (England) Regulations 2006, as amended, Education (Independent School Standards) (England) Regulations, National Minimum Standards for Boarding and Independent School Standards (Amendments) 2018.

Every school is required by law to maintain two separate registers: an Attendance Register and an Admissions register, known as the School Roll.

2. Attendance Registration

2.1 In line with the regulatory requirements, the Attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all pupils up to and including UV.

2.2 Boarding pupils are covered by the Boarding Standards: Standard 15 places a legal requirement upon staff who have boarders in their charge to know their whereabouts at all times (or to know how to find their whereabouts).

2.3

Day	Morning	Afternoon	Evening	Bedtime
Monday to Friday	Boarders and Day Boarders - All Years 08.20 Registration at start of Morning with Tutor	Boarders and Day Boarders UIII to UV Registration in the afternoon session Day Boarders - LVI to UVI Register in the School Office	Boarders – All Years Registration in House	Boarders – All Years Registered in House
Saturday	Day Boarders - All Years Register with School Office on arrival before 09.00	-	-	-
	Boarders – All Years Registration in House	-	Boarders –UIII In House at 18.00 Boarders – UIV to UV Between 15.30 and 17.00 Boarders LVI and UVI Late evening	Boarders – All Years Registered in House
Sunday	Boarders – All Years Registration House between 08.30 and 10.30	-	Boarders –UIII In House at 18.00 Boarders – UIV to UV Between 15.30 and 17.00 Boarders LVI and UVI Late evening	Boarders – All Years Registered in House

Housemistresses maintain records of pupils' planned activities for each weekend and of parental permission for Exeats or visits. Registration occurs at clearly publicised times in each House at weekends, and always at bedtime.

Attendance data is stored in our electronic database and backed up every day. Data is retained for a period of three years.

3. Absence

Pupils are expected to attend all academic lessons and extras unless there are particular reasons for their absence e.g. illness. The relevant member of staff will follow up absences appropriately.

Any absence during the normal school day is recorded in the Management Information System by staff, given the appropriate supporting paperwork.

4. Exeats

We expect pupils to live with their parents or guardians when they are away from school on Exeats during term time, Short Leaves and Long Leaves. We ask parents or guardians to give written authority to a pupil's Housemistress before they leave the school to stay with another family.

Before Leaves boarders are expected to remain at School until the time stated in the School Diary and return by the times stated in the School Diary, unless prior arrangements have been made with their Housemistress.

We ask parents/guardians to contact the school if a pupil is taken ill during an Exeat if this will delay their return or if they will be late returning for any other reason. We will always endeavour to contact parents if a pupil is late in returning from an Exeat without explanation.

Suitable arrangements must be made for travel at the end of term and for Leaves.

5. Request for Exceptional Absence

Requests for exceptional absence must be made in writing to the Housemistress and should be sent at least two weeks in advance wherever possible. We always send parents the term dates over a year in advance in order that they can arrange their holidays and book flights without disrupting their daughter's education. We therefore expects pupils to arrive punctually on the first day of term and not to leave School before the end of term. It is our policy not to allow holiday to be taken during term unless there are exceptional circumstances.

6. With the exception of pupils in UVI, pupils are not allowed to leave the site without their Housemistress's permission. Permission for trips into High Wycombe may be given by Housemistresses. See Supervision of Pupils Policy for details. Otherwise pupils are not allowed to leave the site unless accompanied by a member of staff, for a trip, visit or a sporting fixture, the dates of which will have been notified to parents in advance.

All pupils should sign out whenever they leave the site and sign in on return. This is to ensure we always know where pupils are while they are in the our care. See Supervision of Pupils Policy for Signing In and Out of School arrangements

7. UKVI Tier 4 Pupils

Pupils who attend Wycombe Abbey under a Tier 4 visa are expected to inform the School of travel details and accommodation plans for all Short/Long Leaves and end of terms as well the details of any additional time away from School e.g. Weekend Leaves. This information will be recorded centrally. Pupils, parents and Pastoral teams are reminded of this procedure at regular intervals.

8. If a Pupil is believed to be missing

A clear set of procedures exists which should be followed if a girl is believed to be missing; see Missing Pupils Procedure. During normal working hours this should be reported in the first instance to the School Office and they will keep a record of all actions taken. Out of office hours, a member of ELT should be informed as soon as possible.

9. School Roll (Admissions Register)

9.1 The School follows the duty and guidance outlined in the DfE Children Missing Education (2016).

9.2 The school keeps a record of admission for each pupil. The following information is held:

- Full name
- Gender
- Name and address of every person known to be the parent, along with an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by section 3 Children Act 1989.
- All changes of address with relevant dates
- Emergency telephone contact information for at least two people
- Date of birth
- Admission date or re-admission
- Boarder or Day Boarder
- Name and address of school last attended

- Name and address of new school, with first attendance date, where pupils leave before year UVI

9.3 We have a duty to inform the Buckinghamshire Local Authority when a pupil is removed or added to the admissions register at any time, other than joining at the start of the academic year joining in U111. Pupils leaving prior to the end of UVI will also be advised to the Local Authority.

In certain circumstances we may feel it appropriate to advise the Local Authority where the child is normally resident.

Member of staff	Deputy Head (Pupils)
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Related Policies:

Supervision of Pupils Policy

Exeats Policy

Missing Pupils Procedure