



# 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 (2014), 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 Teachers are asked to register all academic lessons through iSAMs.
- 2.3 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).
- 2.4

Day	Morning	Afternoon	Evening	Bedtime
<b>Monday to Friday</b>	<b>Boarders and Day Boarders - All Years</b> 08.20 Registration at start of Morning with Tutor and at all lessons through the day.	<b>Boarders and Day Boarders – All years</b> Pupils are registered in their first afternoon lesson by their teacher and all subsequent lessons	<b>Boarders – All Years</b> Registration in House	<b>Boarders – All Years</b> Registered in House
<b>Saturday</b>	<b>Day Boarders - All Years</b> Registered in first lesson by teacher and all subsequent lessons. Pupils who do not have a lesson on Saturday period 1 should register at the Main Reception when they arrive in School	-	-	-

	<b>Boarders – All Years</b> Registration in House and all lessons during the day.	-	<b>Boarders – All Years</b> In House at 17:00	<b>Boarders – All Years</b> Registered in House
<b>Sunday</b>	<b>Boarders – All Years</b> Registration House between 08.30 and 10.30	-	<b>Boarders – UIII</b> In House at 18:00 <b>Boarders – UIV to UVI</b> In House at 17:00	<b>Boarders – All Years</b> 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. Where a pupil absence is known and has been agreed (including illness, approved school events etc.) this information is available on iSAMs. Where a pupil is absent from a lesson without explanation the member of staff should follow the missing pupil policy as appropriate.

### 4. Exeats

The School expects pupils to live with their parents or guardians when they are away from School on Exeats during term time, Short Leaves and Long Leaves. Parents or guardians are asked 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.

Parents of pupils wishing to take weekend leave must make arrangements with their child's Housemistress in writing by Wednesday evening preceding the planned leave at the latest. Parents are asked to provide details of where pupils are staying, time of departure and travel arrangements. Pupils are expected to stay with their parents or an appropriate adult (in normal circumstances over the age of 25) when away from School. Where a Pupil is not staying with their parent, legal guardian or education guardian the School will require confirmation from the proposed host.

Pupils in Clarence may take an overnight exeat any weekend, except for the first weekend of the autumn term. Parental permission is given for these via a form submitted before the start of the academic year. Parents are informed each week if their child is taking an Exeat that weekend and are asked to contact the House if they have any concerns. A member of the Clarence team may still request specific parental permission for an unusual circumstance, for instance a late departure or where pupils are not staying with parents or guardians.

Suitable arrangements must be made for travel at the end of term and for Leaves and this information should be sent to the relevant Housemistress.

### 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. Parents are provided with the term dates over a year in advance in order that they can arrange their holidays and book flights without disrupting their child's education. The School therefore expect pupils to arrive punctually on the first day of term and not to leave School before the end of term. It is the Schools 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.

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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 our care. See Supervision of Pupils Policy for Signing In and Out of School arrangements

## 7. Child Student Visa Pupils

- 7.1 Pupils who attend Wycombe Abbey under a Child Student visa must inform the School of travel details (including details of their transport arrangements from the airport to School) 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.
- 7.2 From January 1<sup>st</sup> 2021, EU pupils who join the School who do not have settled/pre-settled status are required need to follow additional rules regarding attendance, travel and Exeats. From July 2021 all EU pupils who do not have settled/pre-settled status (including those who joined the School prior to January 2021) are required to comply with new government regulations. The School will communicate the requirements to pupils and parents as appropriate.

## 8. If a Pupil is believed to be missing

A clear set of procedures exists which should be followed if a pupil 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, the duty member of Senior Staff 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) and Keeping Children Safe in Education (September 2021).
- 9.2 The school keeps a record of admission for each pupil. The following information is held:
- Full name
  - Sex (This refers to the sex at birth unless the pupil has obtained a gender recognition certificate – these are not available for people under the age of 18 in the UK)
  - 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 (one of which must be the parent that they normally live with)
  - Date of birth (DD/MM/YYYY)
  - Admission date or re-admission (DD/MM/YYYY)
  - 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 The School 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 the School 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

