

Attendance of Pupils

The Corporation of Oundle School includes both Oundle School, a boarding and day School for pupils aged 11 – 18 and Laxton Junior School, a day School for pupils aged 4 - 11. This policy applies solely to Oundle School.

This policy links to the H02 Pupil Absence and Missing Pupil Procedure Policy. It should also be read in conjunction with the H06 Pupil Welfare Policy

This policy is designed to address the specific statutory obligations on the School to record attendance and absence. It has been prepared to meet the School's responsibilities under [Working together to improve school attendance](#) (DfE, applies from 19 August 2024);

It also makes reference to the following guidance:

[Summary table of responsibilities for school attendance](#) (DfE, applies from 19 August 2024);

Oundle School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance;
- to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
- to prioritise attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;
- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.

Staff Responsibilities

Oundle School will ensure that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding the importance of good attendance and checking up on absentees and that absence is almost always a symptom of wider circumstances and the School's strategies and procedures for tracking, following up and improving attendance. Staff should also recognise the importance of support for those children unable to attend School for health reasons.

School Attendance Champion

The Deputy Head Pastoral is the member of the Leadership Team who has the role of School Attendance Champion (SAC). The SAC's responsibilities are:

- to set a clear vision for maintaining and improving attendance in school working with all relevant staff including Hsms, Educational Support Department and the safeguarding team;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- ensure that those pupils who are absent long term due to illness are supported educationally by the School working with the Hsms and PSC to monitor this
- to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- to have oversight of and analyse attendance data with the help of the Academic Data Administrator
- To ensure that every entry in the school's attendance and admission registers is preserved for six years from date of entry
- to communicate clear messages on the importance of attendance to pupils and parents via Hsms and whole School communications.

In Houses

Hsms and their delegated staff have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- Ensure registers are being taken accurately twice a day for day pupils and four times a day for boarders during the registration window. These should be stored electronically on iSAMS
- seek explanations of absences required from parents or guardians on their return to School;
- make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been given to the School;
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- deal with repeated lateness to lessons which has already been tackled by the classroom teacher.
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- discuss non-attendance and /or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

In Lessons, Sport and Co-Curricular activities

In lessons staff are required to follow up any absence not recorded on the absentees list. They should do this at the beginning of the lesson by contacting Matron/Hsm via email who will follow up on the absence.

In sport and co-curricular activities staff are expected to complete a register, usually using SOCs and inform the relevant person of any absences.

In all circumstances staff should deal with lateness consistently and promptly using the School sanction system where appropriate. In cases of consistent lateness they should inform the Hsm.

Pupil responsibilities

School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and will follow up if a pupil is failing to attend School regularly. We recognise that as a boarding school pupils might be in School but not attending lessons and it is important to follow this up too.

Pupils and parents should be aware that:

- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or School without permission or otherwise in accordance with School rules;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- Non-attendance may result in action being taken by the School. This may take the form of:
 - offers of support to seek to identify and address any barriers to attendance;
 - communication with parents;
- In serious cases it may result in
 - reporting to the local authority or other agencies such as children's social care; and
 - sanctions against them or their parents in line with the School's behaviour policies.

If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their Hsm in the first instance. Pupils are entitled to expect this information to be managed sensitively.

Pupils with additional needs including those who are suffering long term illness

The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance. It will also work with parents, and where appropriate with the local authority or other agencies, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed. Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance. This will usually be in consultation with our SENCO, Lead Nurse and/or Mental Health Lead and will be overseen by the Hsm in conjunction with the Pastoral Support Committee.

Where barriers are outside the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

If a pupil is unwell and unable to attend school long term, for example if they are an inpatient, the School will provide suitable work, if appropriate, and will liaise with those authorities caring for the child. This will be overseen by the Hsm working with PSC and relevant academic staff. This does not include the provision for remote lessons.

Daily Attendance Register

The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) including boarders in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024¹ and uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations. The Academic Data Administrator provides list of absentees (of more than 5 days) weekly for review at PSC and potential follow up if needed.

Boarding pupil departures and returns from School for exeats and other holidays are recorded via iGTM. This provides confirmation of transfer of duty of care and clarification of travel plans. All entries are confirmed by parent/guardian and Hsm. Any concern regarding a pupil's plans will be followed up by parent or guardian. This includes pupils who hold visas where a report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance if appropriate.

The attendance register is kept electronically and is backed up weekly via the School backup process and iSAMS disaster recovery process. This information is kept for six years from date of entry alongside all iSAMS data . The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

All pupils should be registered on iSAMS each day. This includes overnight and weekends for boarders. School trips and away matches are recorded in SOCS or Evolve. If a pupil does not attend a lesson or school activity and is not registered as absent on iSAMS it is the responsibility of the member of staff in charge to contact the Matron/Hsm to confirm their absence. The Deputy Head Pastoral, through the Academic Data Administrator, has responsibility for monitoring the process and chasing up any missing records.

Registers should always be taken by a member of staff, this responsibility should not be delegated to a pupil. This includes during meals.

Day Pupils

Day pupils are registered on arrival in the morning and at lunchtime. Any absence or failure to register will be followed up by the Laxton/Sadler Office or the Scott House Administrator as soon as possible after the absence is noted. Parents will be contacted if appropriate.

Boarding Pupils

It is the responsibility of Hsms, working with Tutors and Matrons, to establish pupils' whereabouts. This should be recorded on iSAMS to ensure a central record is kept. It must be recorded if a pupil is out of school and away from school as well as if they are out of school but in House/Health Centre. Registration in boarding houses takes place four times a day during the registration window:

- Breakfast
- Lunch
- Supper
- Bedtime

¹ Regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the attendance register. See also chapter 8 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

Any absences not already covered in iSAMS must be noted by duty staff and followed up firstly by looking at the House absentee page. Any authorised absences [eg school trip, away match] should have been entered on SOCS or Evolve by the member of staff responsible. This information is summarised on the house absentee pages.

Pupils must also be marked out on iSAMS if they are out on overnight Leave out.

For purposes of recording overnight absence from School site for boarders the final (bedtime) registration should be used. If a pupil is returning to House after bedtime registration due to planned activity the Hsm should be made aware in advance. The pupil will be registered electronically once they have returned, this may be the following morning. The pupil will always be checked into the building by the member of staff overseeing the trip or the Hsm or another member of residential staff. If a member of staff is taking a trip that comes back after bedtime registration they should send an email to all Hsms confirming that pupils have been seen into Houses once this has happened.

Whenever a pupil needs to go out of the House after supper, permission is sought from duty staff and the pupil is required to sign out. On return, he/she is required to sign back in and report to duty staff. This is not recorded on iSAMS

The name of any pupil out of lessons for medical reasons is added to the central absentees list by the House Matron, the Health Centre or the Emotional Wellbeing Team. This is carried out daily and records of the list are kept permanently.

It is the responsibility of those taking School trips and away matches ensure that the information is on Socs/Evolve. It is the responsibility of trip leaders to notify Hsms before leaving Oundle of any pupils that have not turned up or who have not been included for any reason.

If a pupil is away from Oundle for longer than a week, except if he/she is on a school trip or on approved leave, the Hsm must notify the Deputy Head Pastoral who keeps a record and will inform the Head. The Hsm should also inform the Deputy Head Admissions in the case of a pupil on a visa.

Delayed return after a break or early departure before a break of more than two days should be discussed with the Hsm who will confirm with the Deputy Head Pastoral. This information should also be recorded on iSAMS

Absences from School

If a pupil is away from School without permission, absence will be discovered at the next registration point, if not before. Our missing pupil procedure demands that the Deputy Head or Head, along with the Deputy Head Pastoral must be informed in all circumstances when there is a concern that a pupil may be missing.

Authorised absences

Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

Pupils are granted study leave for some internal examinations and for external examinations. Clear guidance is given to parents and pupils regarding expectations and communication with regard to duty of care. All pupils who are on study leave may study at School if they feel this is more suitable than studying at home. If a pupil does not attend an examination staff will follow up with House.

Applications for an authorised leave of absence

Apart from illness, no pupil should be away from School without prior permission. Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances. Parents should contact the Hsm in the first instance. If the absence will involve a pupil missing lessons or school commitments they must consult with the Deputy Head Pastoral before going back to the parents. The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

If a leave of absence is granted, it is for the Head or the Deputy Head Pastoral to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. If a leave of absence is not granted it will be recorded as unauthorised absence. Hsms should ensure that they have written explanation (eg email correspondence with parents and DHP) to clarify this.

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

Dental or medical appointments should be made during School holidays except in cases of emergency when the Hsm should be informed.

Reporting duties

If a pupil is absent from School and we have concerns that there are barriers to the child's return this will be discussed at PSC for possible referral to the Educational Inclusion and Partnerships Team (EIPT) North Northamptonshire via the safeguarding team.

In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points. Each time the School's attendance register is completed it is treated as a contact point for these purposes. The report will be made by the School's Level 1 user, the Admissions Data Manager, via the Sponsor Management and in accordance with prevailing UKVI guidance.

Action will also be taken in accordance with the Missing child policy and safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Admission register (School Roll)

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.
- The admission register will be kept electronically and a back-up copy of the register will be made at least once a month in the form of an electronic copy is made automatically via our iSAMS backup

- The school will ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
- The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended and whether each pupil of compulsory school age is a boarder or day pupil.
- A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024.
- When any of the situations set out in regulation 9 occurs, the pupil's name will be deleted.
- Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School will provide it with the following information:
 - the full name of the pupil;
 - the address of the pupil;
 - the full name and address of any parent the pupil normally lives with;
 - at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
 - the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
 - name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
 - the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

(Appendices (for internal use) removed for website copy)

Reviewer	AEM
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