



GODOLPHIN

# Attendance and Absence Policy

Including Children who are absent  
from education

(Regulatory)



Last Review August 2023  
Next review September 2024  
Reviewed by Head; Head of Prep

Refer also to:

Admissions Policy

The Education (Pupil Registration) (England) Regulations 2006 (amended 2016) / [STATUTORY INSTRUMENTS 2023 No. EDUCATION, ENGLAND School Attendance Pupil Registration Regulations 2023](#) (Draft only as of 3.9.2023)

Children Missing Education (DfE, September 2016)

Policy on Student Holidays in Term Time

[Working together to improve school attendance \(publishing.service.gov.uk\)](#) September 2022

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](#) September 2022

[Missing Children and Adults - A cross government strategy \(publishing.service.gov.uk\)](#)

## **1. Admissions Register**

1.1 The name of a student must be included in the Admissions and Attendance registers from the beginning of the first day on which the School has agreed, or has been notified, that the student will attend the school. For most students the expected first day of attendance is the first day of the school year.

1.2 For each student, the admission register must contain:

- the student's name in full;
- name and address of every person known to the proprietor to be a parent of the student (and an indication of which parent the student normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989);
- where a parent notifies a school that a student will live at another address, in addition or instead, the new address, the full name of the parent with whom the student will normally live in future and the date from which it is expected the student will normally live there, where it is reasonably practicable for the school to ascertain this information;
- where reasonably possible, two or more emergency contact numbers for each student; where there is only one parent or carer, the School will make reasonable efforts to obtain a second emergency contact.
- day, month and year of birth;
- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any;
- an indication of boarding or day attendance;
- the name of the previous school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

## **2. Registration (twice daily)**

2.1 The Education Act 1996 outlines the basic legal obligations on parents to ensure that their children of compulsory school age are 'properly educated, either at school or otherwise'. If the parents choose a school, the child must then attend 'regularly'. The Education (Student Registration) Regulations require the keeping of registers and outline procedures for family holidays and other leaves of absence. Schools are also required to classify every absence as authorised or unauthorised and to report each year on their absence figures. Deciding whether the absence is authorised is the School's responsibility, not the parents'. The majority of authorised absences will be for sickness and normally only unavoidable absences will be authorised; all leave for holidays in term time is discretionary.

2.2 All Godolphin students are registered at the beginning of the morning session and at the beginning of the afternoon session. Boarders are registered again in their houses in the evening. The register is logged electronically and backed up daily.

2.3 The above clarifies the framework within which Godolphin is legally bound to operate. **If parents need to take their child out of school for any reason other than a medical appointment they should apply directly to the Head for agreement.** This agreement is copied onto the student's file. In the case of medical or dental appointments parents should contact their child's tutor. **If a student is ill and will not be attending school, parents should telephone the school receptionist on 01722 430500 (Senior) or 01722 430652 (Prep) before 8.25am on the first day of absence and every day thereafter** unless the illness is prolonged, in which case the parent or guardian should provide a medical note stating the period of absence.

Having followed the procedures below, or if a student is still missing from a House roll call at any time, and cannot be located quickly, the Housemistress or member of staff on duty will consult the Senior Deputy Head or, if he cannot be contacted, one of the Deputy Heads or, in their absence, the Head and determine what further action is necessary; this may mean contacting her parents/guardian and, with their consent if this can be obtained, informing the police.

- If a Sarum fails to register in the morning and no communication has been received from her parents, the School Receptionist will telephone her parents to establish the reason for her absence.
- If any student fails to register at lunchtime, the member of staff on duty in the House will, after checking the morning absence list, inform the School Receptionist who will then check that the student concerned is present at her next timetabled lesson; in the case of a Sixth Former who has a study period, house staff will be responsible for locating the student. If the student is still missing the Senior Deputy Head, or in his/her absence the Academic or Pastoral Deputy or the most senior member of staff on site, should be informed and s/he will decide what further action is necessary.
- An 'N' should be entered on the register for missing students whose whereabouts are **Not** known at the time of registration. The tutor is responsible for following up the 'N's, and, with the Receptionist, for updating the school records, normally within a week of the 'N' being registered. A 'U' for 'Unregistered' should be allocated to a student who was in school but failed to register.
- For First to Fifth Years, failure to register three times in a half term will result in a School detention.
- If a student is missing from a lesson, the teacher should inform the School Receptionist who will check whether the student is in an individual music or drama lesson or if she is in the Health Centre; if the student is still missing, the Senior Deputy Head or, in his/her

absence the Academic or Pastoral Deputy or the most senior member of staff on site, should be informed and s/he will decide what further action is necessary.

- If a student is missing from a Prep or Activity session, the member of staff on Prep duty or in charge of the activity should first ring the appropriate House to check whether House staff have knowledge of her whereabouts.
- If, after checking thoroughly in School, a student missing from Prep or an activity cannot be located, the member of staff on Prep duty should telephone her home in the case of a Sarum or ask the boarding house to do so, or, in the case of a boarder, inform a senior member of staff who will determine the course of action.
- If, after following the above procedures, a student is still missing, the Senior Deputy Head or, in his/her absence, the most senior member of staff on site, should be informed and s/he will decide what further action to take.

If a student cannot be located, it is better that the police be informed sooner rather than later. This will normally be done by one of the Deputy Heads. If a member of staff has recourse to contact the police, the Senior Deputy Head or Head must be informed as soon as possible after the report has been made.

### **3. Children who are absent from education**

**All staff should be aware that children being absent from school or college, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities.**

**Staff, in particular Form Tutors and House staff, need to be alert to possible patterns of absence to help detect this and raise concerns with the DSL immediately. Some children who are absent regularly or permanently may be being used to traffick drugs, sometimes known as 'county lines', or may be being subjected to another form of abuse. If staff have any concerns, they must raise these immediately with the Designated Safeguarding Lead.**

3.1 If a student is absent on an unauthorised basis (ie not through sickness or authorised travel, etc.) for five consecutive days, the Form Tutor (Prep) or person in charge of the register (Receptionist in Senior) must inform the Head of the Prep or the Head of Year and Senior Deputy Head in the Senior; and each day thereafter.

3.2 Where a student has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the student can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

3.3 If a student is absent for ten consecutive school days or more without permission, or because of illness, unavoidable cause, religious holiday or the local authority's failure to make the required transport arrangements, the School's Designated Safeguarding Lead will be informed and will contact the Child Absent or Missing in Education section of the Council of the student's residence. For Wiltshire, the number is 01225 718230 (extension 3).

#### **4. Notifying Wiltshire Authority of admissions and deletions from the register at non-standard transition points**

4.1 Where the particulars of a student are entered in the Admission Register for the School at a non-standard transition point or when a student leaves the School at a non-standard transition point, then in accordance with The Education (Pupil Registration) (England) Regulations, the School must make a return to Wiltshire authority for that student by the end of the fifth day after the day on which the particulars of the student are entered in the Admission Register or within ten days of the student leaving the School.

4.2 Returns are not required by Wiltshire for those joining Reception or First Year (Year 7) in September or those leaving Year 6 or the Upper Sixth (Year 13).

4.3 The particulars to be passed to the Local Authority are:

- (a) the student's name in full;
- (b) the student's gender;
- (c) the name and address of every person known to the proprietor of the school to be a parent of the student and, against the entry on the register of the particulars of any parent with whom the student normally resides, an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency; where a parent of the student notifies the School that the student will normally reside with a parent at a specified other address in the future, whether in addition to or instead of the address at which the student normally resides -
  - (i) the full name of the parent with whom the student will newly normally reside,
  - (ii) the specified other address, and
  - (iii) the date from which it is expected the child will normally reside there, where it is reasonably practicable for the School to obtain that information;
- (d) the student's day, month and year of birth;
- (e) the student's day, month and year of admission or re-admission to the school;
- (f) the name and address of the school last attended, if any and
- (g) where a parent of the student notifies the proprietor or a person authorised by the proprietor of the school that the student—
  - (i) is also registered at another school; or
  - (ii) will be attending a specified other school in the future, the name of that other school and the first date on which the student attended or is due to attend that school, where it is reasonably practicable for the School to obtain that information;
- (h) whether the student is a boarder or day student.

4.4 For the purposes of this regulation, a student is a student at the School from the beginning of the first day on which the School has agreed, or has been notified, that the student will attend the School.

## **5. Unauthorised absences / deletion from the School Register**

5.1 The School will inform Wiltshire Authority when a student's name is going to be deleted from the admission register on certain grounds:

- when the child has been taken out of school to be home educated;
- when the family has apparently moved away;
- when the child has been certified as medically unfit to attend;
- when the child is in custody for more than four months;
- when the child has been permanently excluded;
- when a student's name is added to or removed from the admissions register at non-standard transitions

5.2 The Local Authority will be informed if:

- A student has been absent for ten consecutive days following an authorised absence;
- A student has missed ten consecutive school days or more without permission or because of illness, unavoidable cause, religious holiday, or the local authority's failure to make the required transport arrangements, where applicable;
- A student fails to attend regularly, or has frequent but sporadic inattendance, as this could be a sign of neglect;
- The student leaves and is deleted from the School register before completing the Upper Sixth Year, or in accordance with Wiltshire LA guidelines, if different;
- The student has been taken out of school by their parents and is being educated outside the school system e.g. home education;
- The student has been certified by the school doctor as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- The student has been in custody for a period of more than four months due to a final court order and the governing body does not reasonably believe they will be returning to the school at the end of that period; or,
- The student has been permanently excluded.

5.3 The Local Authority will be informed when the School has decided to remove a student from the register for any of the reasons listed above. This will be done as soon as the grounds for removal from the register have been met and in any event before removing the student's name from the register. Where a student has not returned to the School for ten days after an authorised absence or is absent from the School without authorisation for twenty consecutive school days, the student can be removed from the admission register.

5.4 The Information to be passed to the Local Authority is:

- (a) the full name of the student;
- (b) the full name and address of any parent with whom the student normally resides;
- (c) at least one telephone number at which any parent with whom the student normally resides can be contacted in an emergency;
- (d) if applicable, where a parent of the student notifies the School of a specified other address in the future, whether in addition to or instead of the address at which the student normally resides
  - (i) the full name of the parent with whom the student will newly normally reside,
  - (ii) the specified other address, and
  - (iii) the date from which it is expected the child will normally reside there, where it is reasonably practicable for Godolphin to obtain that information.
- (e) where a parent of the student notifies the proprietor or a person authorised by the proprietor of the school that the student—
  - (i) is also registered at another school; or
  - (ii) will be attending a specified other school in the future, the name of that other school and the first date on which the student attended or is due to attend that school, where it is reasonably practicable for Godolphin to obtain that information;
- (f) whether the student is a boarder or day student;
- (g) the ground under regulation 8 (*Children Missing Education*, 2016) upon which their name is to be deleted from the admission register.



