



TRINITY SCHOOL

Attendance Policy

Documentation for Regulatory Compliance: 7g

Contents

1. Policy Statement.....	2
2. Aims.....	2
3. Statutory Framework	2
4. Responsibilities of parents	2
5. Responsibilities of students.....	3
6. Responsibilities of the School.....	4
7. Registration Procedure.....	4
7.1 Morning Registration	5
7.2 During Lessons	5
7.3 Afternoon Registration.....	5
7.4 Games registration:	6
8. Procedures for Clearing Absences and Lates.....	6
9. Procedures for lateness or failure to register.....	6
9.1 Late arrivals	6
9.2 Sanctions for lateness and failure to register	6
10. Responsibilities for Monitoring Attendance.....	7
10.1 Tutors	7
10.2 Attendance Administrator.....	7
10.3 Designated Safeguarding Lead	8
10.4 Head of Years	8
10.5 Heads of Section	8
10.6 Senior Deputy Head.....	8
iSAMS Registration Codes September 2023	9
Policy Review Record.....	10

1. Policy Statement

For students to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal and social development among students. Prolonged or repeated absence and/ or a child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a student is at risk of harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by students, parents and staff.

Students are encouraged to take full advantage of their educational opportunities through maximum attendance, and are expected to attend all prescribed lessons and activities. Parents and teachers have a duty to ensure that students attend school for every school day except in the case of illness or if prior permission for absence has been granted.

2. Aims

This policy aims to provide a clear, consistent and cohesive framework which conforms with statutory requirements and promotes high levels of attendance and punctuality of students at the School, as well as outlining clear procedures for identifying and addressing situations where students fail to attend regularly or punctually, or go missing, so that:

1. Procedures and lines of responsibility within the School are clear as regards:
 - Attendance and Registration
 - Authorisation and Clearance of Absence and Lateness
 - How sanctions are used to reinforce expectations of attendance and punctuality
 - How and when to report concerns, including identifying and addressing any situation where a student goes missing from School
2. Staff, parents and students are aware of, understand and can readily comply with statutory regulations and School rules governing attendance.
3. Absences and instances of lateness are identified and recorded systematically and accurately, and followed up quickly and appropriately in ways that promote high levels of attendance and punctuality.

3. Statutory Framework

The legal framework governing school attendance is summarised in Department for Education (DfE) advice: [*Working together to Improve School Attendance* \(2022\)](#). The School also complies with guidance published by the Independent Schools' Inspectorate (ISI) and advice published by the Croydon Local Education Authority (LEA), regarding school attendance, which can be found by following this link:

www.croydon.gov.uk/education/schools-new/attendance.

4. Responsibilities of parents

Parents with a child of compulsory school age have a legal duty to make sure that their child receives effective full-time education suitable to their age, aptitude and ability (and to any special education needs they may have). Children must legally be in education between the school term after their 5th birthday and the last Friday in June in the school year they turn 16. Students must stay in some form of education or training until their 18th birthday.

Parents are responsible for informing the School on any occasion when their son/ daughter is unable to attend due to illness, a medical appointment or a university visit, providing the reason for non-attendance. This should be done registering or requesting the absence on My School Portal. Requests for planned absence should happen as far in advance as possible, and unplanned absences (eg due to illness) should be registered **at the very latest by 8.00am on the morning of the absence**. Parents must make contact **each day** their child is to be absent from School.

When parents/guardians are to be away from home overnight during term, they are required in the contract with the School to inform us of the name and contact number for a temporary guardian. This information should be provided to the Tutor, and copied to both the Attendance Administrator and the relevant Head of Year.

Parents wishing to take their son/ daughter out of School for exceptional reasons (such as attending a funeral or wedding, religious observance, elective surgery, or involvement in a regional or national extracurricular competition) must seek authorisation for the absence from the School by writing to the Senior Deputy Head in advance of the proposed date(s) of absence. The Senior Deputy Head, in consultation with the relevant Head of Section and Head of Year, will confirm whether the circumstances meet the definition of 'exceptional circumstances' for which leave of absence may be granted by the School.

Parents are committing an offence if they fail to ensure their child's regular attendance at school or otherwise. Prosecution could result in a fine of up to £2,500, a jail sentence of up to three months or a community sentence. Alternatively, LEA Education Welfare Officers, Police Officers and head teachers have the authority to issue penalty notices to parents of between £50 and £100.

Where parents need support to prevent their child from truanting or habitually arriving late, the School will meet with the parents and give advice. We expect that the parent will agree to comply with certain requirements in order to make the best use of this support.

Where parents fail to ensure regular attendance, do not engage with support services or work with the school to resolve attendance or punctuality problems, a parenting order may be requested by the LA or imposed by Magistrates. This is not a voluntary agreement and requires that parents attend parenting classes for a maximum period of up to 12 weeks. The order may be given for a period of up to 12 months and would require parents to have regular contact with a supervising officer – usually the Education Welfare Officer.

5. Responsibilities of students

Students have a responsibility to attend school when they are fit and well, and to arrive at School in time for registration (morning and afternoon) each day during term time.

In the Sixth Form, the Exeat process is used for Open Day visits. This involves requesting permission for the absence using My School Portal and then filling in a form about the visit, seeing teachers for permission and collecting their signatures on the form, and passing this to the tutor at least 24 hours before the visit so that the register can be marked appropriately.

If, for any reason, a Lower or Middle School student needs to leave the School site during the School day, permission should be sought via My School Portal. The student must sign out at the school office before leaving the site.

Failure to attend school regularly or punctually, failing to attend registration without good reason or leaving the School without permission constitute breaches of the School's Behaviour, Rewards and Sanctions Policy and may lead to disciplinary action being taken.

Students must remain on school premises from morning registration to the end of the last afternoon lesson unless they have the permission of the tutor /Head of Year/ Head of Section/ Senior Deputy Head, with the exception of Upper Sixth students who have no afternoon lessons or after-school commitments; they may go home after period 6, provided they follow proper registration and signing out procedures. In some circumstances, Lower Sixth students may be given permission to leave at the start of period 8, if they meet similar criteria and follow the specified procedures as above.

Students in certain year groups may be granted study leave during periods of public and internal/ mock examinations.

Inter-school fixtures take place on Saturdays and during weekday evenings: students are required to play if selected to represent the School. The same applies if a School event takes place on Sunday. Requests to miss a fixture/ event must be two weeks prior to the fixture/ event taking place. Attendance at practices after school is also compulsory. Students who absent themselves from practices, fixtures and other school events at which attendance is required will be regarded as having truanted and will incur the same disciplinary sanction as they would for deliberately not attending a lesson. This sanction is, in the first, instance, a Saturday detention.

6. Responsibilities of the School

The School has a legal responsibility for taking and maintaining an accurate School Register (SR) of all students in the 5th Year and below twice each day throughout term time. At Trinity this happens once at the beginning of the morning session and once at the beginning of the afternoon session. Every entry in the SR must be preserved for a period of three years after the date on which the entry was made. Likewise, a back-up copy of the SR will be retained for three years.

The School will inform the LA of any student who fails to attend school regularly, or has been absent without the school's permission. The School will inform the LA of any absences that cause concern to the DSL.

The School will also inform the relevant LA and/or Children's Social Care (CSC), as appropriate, immediately if:

- A single absence raises child protection concerns (see the Missing Student Policy and the Safeguarding and Child Protection Policy);
- A student in the 5th Year or below has ten consecutive days of unauthorised absence (other than for reasons of sickness or leave of absence);
- A student of compulsory school age is to be deleted from the school register when the next school is not known, when the family is moving abroad or if the child is to be home-schooled. The School is required to report these circumstances as soon as possible after the grounds for deletion are met, to the LA in which the student lives and in any event before the student's name is deleted from the register.

When a student leaves Trinity School for any reason, Croydon is informed by the completion of their 'Pupil Migration Form' in the week that the young person is taken off roll. Should there be no leavers in any given month, a nil return will be sent to Croydon at the end of that month.

7. Registration Procedure

The Tutors of students have primary responsibility for registering their tutees in the morning and afternoon, and following up absenteeism and lateness. Tutors will take the attendance register at the start of each session

of each school day during the Morning Registration Period (MRP). A second attendance register will be taken after lunch, at the beginning of the second session of the day, during the Afternoon Registration Period (ARP).

7.1 Morning Registration

- Students should be at school by 8.25am, so that they are present for registration at 8.30am in their Form Room.
- Tutors must register students within the MRP (8.30-8.35am) using iSAMS. In case of technical problems precluding the use of iSAMS, Tutors should email or otherwise send a list of absentees to the school office.
- Students must not be registered present unless they are sighted by the Tutor during the MRP.
- Only where a Tutor has received communication about a student's absence should the absence be categorised using the school's registration codes.
- Students who have music lessons during registration will be registered by the music administrators.
- Students arriving at School between 8.30am – 8.50am must report to their Form Room to register their presence and get a late mark. Students arriving after 8.35am on a morning when there is a whole school assembly, should register in the library and remain there for the duration of assembly. For year group assemblies, a student should register at the school office and then join his / her peers in the assembly.
- Students arriving to School after 8.50am must report to the Attendance Administrator at the School Office.
- iSAMS will generate a list of absent students. The Attendance Administrator will contact the classrooms of students on that list to check whether they are present, and then telephone the parents of those who appear to be absent. The Absence Administrator will start with students named on the 'red flag' attendance list, where there are known to be significant pastoral concerns, and then move through the school by year group, starting with the Junior Form boys and finishing with the Upper Sixth students
- If the parents believe their child to be in school or if there is still no confirmation of the reason for a student not being registered by 11.30am, the Attendance Administrator will inform the Senior Deputy Head and the Designated Safeguarding Lead (DSL), who will discuss whether to invoke the Missing Student Policy.

7.2 During Lessons

Teacher should register students at the start of each single lesson, and at the start of the first period of each double lesson. If the student is not on this list, then the teacher should email 'School Office' and copy in the student's Head of Year. Alternatively, teachers can use the 'alert' button on iSAMS to inform the office.

7.3 Afternoon Registration

Afternoon registration is taken by Tutors in Form Rooms. All students should report to their Form Room by 2:20pm and Tutors will register them using iSAMS. In case of technical problems precluding the use of SIMS, Tutors should email or otherwise send a list of absentees to the school office.

If a student who was present at morning registration does not appear at afternoon registration, and the tutor has not been informed of a reason for this, he/she should contact the Absence Administrator to report this. Alternatively, tutors can use the 'alert' button on iSAMS to inform the office.

7.4 Games registration:

- For afternoon games sessions, all students register with the teacher who is responsible for their games option that term, as per the Games list that is distributed by email every week on the day before the lesson.
- This information will be collated and entered into the register by the person responsible for attendance at games
- Students off games must complete this process as usual and then follow the advice of that teacher about where they should spend the session.

8. Procedures for Clearing Absences and Lates

Tutors must follow up any absences promptly to:

- Ascertain the reason for an absence being recorded;
- Identify whether or not an absence is authorised;
- Carefully consider whether the absence gives rise to a safeguarding concern and, if so, contact the DSL.

In particular, if Tutors are not convinced about an explanation of illness provided to excuse absence, they should discuss it with the relevant Head of Year, who may request that parents provide medical evidence to confirm the illness.

9. Procedures for lateness or failure to register

9.1 Late arrivals

- All students are expected to be present for registration by their Tutor in their Form Room at 8:30am.
- Students arriving after 8:35am but before 8:55am should register with their Tutor in their Form Room but will be marked 'Late'. Students arriving in this time period during whole school assembly should register and stay in the library. Students arriving in this time period during year group or section assembly should register at the school office and then go to assembly.
- Students who arrive after 8:55am must go directly to the School Office and sign in with the Attendance Administrator.

9.2 Sanctions for lateness and failure to register

Tutors should report frequent or regular lateness to the Head of Year (see section 10). At lower levels of concern, the tutor should contact home to raise concern about punctuality. If this fails to amend behaviour, the Head of Year will use their lateness sanction ladder and contact with home to address this problem. Heads of Year will also address repeated instances of failure to register using school sanctions.

10. Responsibilities for Monitoring Attendance

10.1 Tutors

The Tutors of students have primary responsibility for registering their tutees in the morning and afternoon and following up absenteeism and lateness. Tutors will take the attendance register at the start of each session of each school day during the Morning Registration Period (MRP). A second attendance register will be taken after lunch, at the beginning of the second session of the day, during the Afternoon Registration Period (ARP).

Tutors must identify the code to be entered in the School Register. **The codes are listed in Appendix A of this policy.**

Tutors can authorise: (via My School Portal)

- Orthodontist / dental appointments
- Medical appointments for part of the day.
- 'Last day of term' absences for orthodontist or dental appointment (e.g. period 8 on a Friday before half term) – *NB discuss with HOY before authorising*

Tutors cannot authorise:

- Whole day student absence (Senior Deputy Head, via My School Portal).
- Absences for more than one day
- Requests to leave early for social or leisure reasons (e.g. holidays, pets, birthdays)

Tutors should keep a note of number of absences requested by parents in a term and contact the Head of Year with any concerns.

Each week tutors should look back over uncleared absences to date.

- Tutors should discuss each absence with the tutee and seek confirmation of clearance from parents or colleagues for the absence as necessary.
- Absence must not be cleared without contact with parents or colleagues to confirm the reason.
- Tutors must act to clear all absences within two weeks.
- Tutors should report any worrying patterns of absence to the Head of Year. This would include frequent absences, an extended period of absence (more than 5 days) and regular absences (eg many Tuesdays)
- Tutors should monitor lateness in their form group and report any worrying patterns to the Head of Year. This would include frequent late marks or regular late marks (eg late every Thursday).
- Tutors are expected to notify the Head of Year when a pattern of lateness has emerged, and to speak to the student about strategies for addressing this and contact home. If lateness persists, the student should be put on 'early report' with the Head of Year, signing in at 8.15am for a fixed period thereafter.

10.2 Attendance Administrator

The role is as follows:

- Maintain the school's absence and lateness records accurately
- Contact parents of all students about whom there has been no parental confirmation of absence, but who are registered as **'Not present'** during the MRP, after checking they are not present in lessons.
- Telephone the parents of students who were present in the MRP, but subsequently registered as absent in the ARP, after checking they are not present in lessons.
- When telephoning parents of absent students, start with those on the 'red flag' absence list (students where there are significant pastoral concerns) and then start with the Junior Year students, working through the year groups to finish with the Upper Sixth.

- Where no contact is received from parents, inform the Senior Deputy Head, relevant Head of Section, Tutor and Designated Safeguarding Lead (DSL).
- Register students who arrive later than 8.55am and maintain a record of reasons given for late arrival.

10.3 Designated Safeguarding Lead

- Contact the relevant local authority with any concerns about any student's attendance and in any case where a student has ten consecutive days of unauthorised absence (other than for reasons of sickness, confirmed by medical evidence);
- Contact children's social care services where:
 - A single absence or repeated absences raise safeguarding or child protection concerns (see the Missing Student Policy and the Safeguarding and Child Protection Policy);
 - A student of compulsory school age is to be deleted from the school register when the next school is not known, the family is moving abroad, or the child is to be home-schooled.
 - Oversee the reporting of leavers to Croydon through the Pupil Migration Form system.

10.4 Head of Years

- Investigate and follow up any apparent patterns of absence or persistent or unauthorised absence and lateness. Take appropriate action (including sanctions and contact with home) and report any ongoing concerns to the relevant Head of Section;
- In particular, if Tutors are not convinced about medical absence, then Head of Years should assist in seeking clarification with the parents and/or medical professionals.
- Refer requests for absence in exceptional circumstances to the Senior Deputy Head. This may only be done in advance and with the number of days specified.
- Follow up with Tutors absences not cleared after two weeks and, where necessary, contact parents.

10.5 Heads of Section

- Train tutors in registration and clearing procedures and assist Tutors who have queries about the system
- Inform the Absence Administrator and other key staff in advance of absence due to suspension from school
- Review lates and absences with Heads of Year on a half-termly basis

10.6 Senior Deputy Head

- Follow up with teachers and/or tutors who occasionally fail to complete registers during the Registration Periods
- Consider requests for leave of absence or holiday absence in exceptional circumstances. This may only be done in advance and with the number of days specified. Inform the Attendance Administrator of any leave of absence granted.

iSAMS Registration Codes September 2023

Reminders:

Only mark present pupils that you have seen or about whom you have information from a member of staff. For other categories (ie reason for absence) please do not rely on the word of other students; use information from staff or parents instead.

Category	Code	Trinity Descriptor (visible on iSAMS)	Most likely user(s)	When to use / permissions needed / other information
Present	/	am present	Tutor	
	\	pm present	Tutor / PE admin	Including Games at Sandilands
	L	Late before register closes	Tutor	Up until 8.50am
	U	Late after registration closed	Office	After 8.50am
	Mu	Present	Music	Present but in a music lesson
Present but offsite	P	Offsite sporting activity	Activity Leader / Tutor	Eg Away fixture or tournament
	V	Educational visit or trip	Trip leader / Tutor	
Authorised absence	C	Leave of absence (eg funeral, university visit, interview, work ex)	Tutor / HOY	Communication from parent required Permission needed: Head of Year
	E	Excluded / suspended from school	Tutor / HOY	Confirmation from SMT needed
	H	Holiday authorised by school	Tutor / HOY	Communication from parent required Permission needed: Senior Deputy
	I	Illness (not medical appointment)	Tutor	Communication from parent or school nurse required
	M	Medical or dental appointment	Tutor	Communication from parent required
	R	Religious observance	Tutor / HOY	Communication from parent required Permission needed: Senior Deputy
	S	Study Leave	Tutor / HOY / Office	For mock exams and real exams Sixth Form, 5 th Year, 4 th Year. For routine Sixth Form afternoon sign-out.
	X	Covid-related absence	Tutor / HOY / Office	Confirmed case / self-isolation / lockdown / symptomatic / clinically extremely vulnerable
Unauthorised absence	N	No reason provided	Tutor	
	G	Holiday not authorised by school	HOY / Head of Section	Check with Deputy Head and DSL
	O	Unauthorised absence	Head of Section / DSL	Check with DSL

Policy Review Record

Author / Reviewer:	Sara Ward Deputy Head (Pastoral)
Date of last review:	September 2023
Policy approved by:	Senior Management Team
Date of Approval:	September 2023
Date of next Review:	September 2025
Governor committee responsible for oversight:	Welfare Committee
Chairperson of Governor committee:	
Date of next review by committee:	October 2023