Date: May 2024
Review Date: August 2026
Responsibility: Head of Prep

DAILY ATTENDANCE AT SCHOOL – PREP SCHOOL

Please note that aspects of this Policy are superseded by our procedures in time of Covid-19 and related matters. The general principles still apply however.

Registration

The College takes rigorous measures to ensure the safety and well-being of pupils at all times throughout the school day. All pupils are registered formally twice a day by their Class Teacher at 8.15am and after lunch before 1.20pm. All pupils are required to attend Registration unless they are in another supervised activity at that time (e.g. an individual Music lesson) and the Class Teacher has seen them just beforehand.

Pupils are not permitted in school before 8.00am.

A list of absentees is then posted onto the College's management information system (iSAMS) to which all teaching staff have access. Attendance data is stored in this electronic database.

A pupil's attendance is also monitored in academic lessons and activities which are supervised by specialist teaching staff. Teaching staff and those with responsibility for running activities are required to report all unknown absences immediately to ensure the welfare of all Prep School pupils in our care. Further details of what to do in the event of a missing pupil can be found in the **College's Missing Pupil Policy.**

Prep School pupils are expected to leave the school promptly after the end of the school day, whether they are being collected at 4.00pm or if they are staying for supervised after school care or Senior CCAs until 5.30pm.

Absence

If a pupil is going to be absent from school for any reason – be it illness, a medical appointment, interview or some other valid reason – then the parents are asked to notify the Class Teacher and/or Head of Prep by 8.15am on the first day of absence via telephone or email. If he or she is not available, staff at Main Reception will be happy to pass on a message. At the end of the period of absence a note, which can be in the form of an email, should be given or sent to the Head of Prep to place on the pupil's file.

Term dates are published well in advance, and no pupil should expect to be allowed to leave early. Permission from the Head of Prep is required for a pupil to be absent from school and is only granted in special circumstances, as it creates difficult precedents and can affect a pupil's ability to achieve their academic potential. In particular, pupils who live overseas should arrange flights to avoid an early departure at the end of a term or a late arrival at the start of a term that necessitates missing academic lessons.

From time to time, opportunities do arise for pupils to attend concerts, sport matches etc. in school time. The College is always prepared to consider requests from parents for pupils to be absent from College to attend

such events, but we do ask for as much notice as possible and supportive acceptance if for any reason we feel that permission should not be granted (e.g. a pupil is behind with their work). Pupils will only be granted leave to be absent from school in exceptional circumstances.

Unexplained Absence

If a pupil is absent from morning Registration at 8.15am without explanation then the Class Teacher will use the Attendance Code "N – no reason yet provided for absence" on the school register. Pupils who for any reason are late, arriving once all other pupils have moved into their classrooms at 8am will still be able to enter through the Prep Garden before 8.15am as a member of the Prep team will be in the Prep Garden. After 8.15am, a pupil must check in at Main School Reception upon arrival when access via the Prep Garden doors will not be possible. The electronic register will then be updated accordingly and pupils will be escorted to their classroom. Pupils must not go straight to class without signing in at Main Reception.

If pupils still remain absent without reason **by 9.00am** then their absence will be investigated further by a member of the College's Administration Staff who will contact the parents of the missing pupils to ascertain their whereabouts. The electronic database will be updated accordingly and the Head of Prep will be notified via an email from the Headmaster's PA of a pupil's whereabouts once a reason has been confirmed.

Leaving the College Site

Prep School pupils may not leave the College campus during school hours unless accompanied by a parent or guardian or, as part of an organised school activity, in the company of a designated member of teaching staff.

In the case of forgotten items which a pupil may require that day, it is the responsibility of parents to arrange for such items to be delivered to their son/daughter. Class teachers will not give permission for Prep School pupils to go home to retrieve items by themselves.

Pupils on College trips away for study or pleasure must comply with College off-site regulations.

If a pupil has a medical appointment outside of College, parents are asked to give written authority to their child's Class Teacher before they depart, confirming time of departure, method of transport (where necessary), person accompanying and expected time of return. The pupil should check-in with the Class Teacher upon their return.

Parents of pupils who will be collected from school by the parent of another child, or an alternative friend/family member who does not usually collect the pupil, are asked to notify the Class Teacher in advance of such an arrangement. Pupils will not be released into the care of another adult where parental permission (either written or verbal) has not been given.

The school day ends at 4.00pm each day. At pick up, all children are to be collected by a parent/guardian/driver from the Prep Garden.