Date: May 2024
Review Date: August 2026
Responsibility: Deputy Headteacher Pastoral

DAILY ATTENDANCE AT SCHOOL – SENIOR SCHOOL

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 at the following times:

- 7.50am in House
- 8.10am - Morning registration - Period 1
- Afternoon registration 12.30pm- 2.05pm dependent on Key Stage.
- 18.45 in House (boarders only)
- 22.00 in House (boarders only) final check in rooms at 10.00pm (earlier for Junior pupils).

All pupils are required to attend Registration, and we structure the school day such that there are very few occasions when a pupil would need to be absent from Registration. On these occasions alternative arrangements are made to record where the pupil is.

By morning break each day a list of absentees is available to all staff on the College's management information system (iSAMS). Attendance data is stored in this electronic database.

A pupil's attendance is also monitored in academic lessons and CCA Activities. Teaching staff and those with responsibility for running activities are required to record all absences on ISAMS for academic lessons and SOCS for CCA. The CCA co-ordinator will then report any absences from CCA to the relevant HMM to check any discrepancies.

Day pupils are expected to leave the College promptly after the end of the school day between 5.30-6.00pm, unless they are involved in an official school activity after this time and/or with permission from their HMM. Day pupils are expected to sign out from their House between 5.30 and 6.00pm (or at the earlier agreed departure time for day pupils, as communicated/confirmed between the parents and the HMM). For Boarders, evening registration is held in the Boarding House each evening by the HMM or duty tutor at 6.45pm after supper. Boarders are only permitted to leave the Boarding Houses after this time with the prior permission of their HMM/House duty tutor to attend a College event or in the 8.30-9.30pm post prep supervised social time in designated areas of the College. Pupils are expected to sign out when they leave, and sign back in when they return to the Boarding House. A final registration of Boarders is taken by HMMs/House duty tutor at bed-times through an individual checking of rooms.

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 HMM and tutor by 7.30am on the first day of absence via email. The HMM, or Matron will assign "out of school" on the ISAMs . 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 HMM. HMMs will share known absences with teaching staff through iSAMS.

Term dates are published well in advance, and no pupil should expect to be allowed to leave early. Permission from the HMM and Deputy Headteacher Pastoral is required for a pupil to be absent from College 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 which, for Boarders, may require evening and/or overnight absence. 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. In the case of boarders, the College does not support the use of mid-week evenings (including Friday nights not on an Exeat weekend) for social gatherings (e.g parties and dinners that are not a family event) and requests by boarders to attend these mid-week is unlikely to be granted. Where permission is granted for boarders to attend a family dinner or event in the evening, boarders are expected to return no later than 9.30pm, when the Boarding Houses are locked, to avoid disrupting others.

Unexplained Absence

If a pupil is absent from morning Registration without explanation then the HMM will use the Attendance code"Absent unauthorised" on the school register. Pupils who for any reason miss the 8.10am morning registration in lesson 1 must check in at Main School Reception upon arrival. The electronic register will then be updated accordingly, and an e-mail notification on the latecomer's arrival will be sent to the respective HMM. Pupils must not go straight to lessons without signing in at Main Reception, nor rely on a pupil to pass on a message that they have arrived in school.

If pupils still remain absent without reason by the end of **Period 1 and start of Period 2 (9am)** then their absence will be investigated further by the HMM who will contact the parents of the missing pupils to ascertain their whereabouts. The electronic register will be updated and HMMs and Deputy Headteacher will be notified via an email of a missing pupil's whereabouts by break-time.

Leaving the College Site

Permission from the HMM is required to leave the College grounds during the school day and may only be given to Sixth Form pupils to visit *Mercato* between 5.30-6.30pm Monday-Friday. Sign out slips are required at the Guard House and pupils must adhere to sign-out procedures in Boarding Houses, ensuring their HMM/Matron/designated House tutor knows when they return to the House. At the weekends all Boarders may visit *Mercato* at agreed times on a Saturday and Sunday with prior permission of their HMM/designated House Tutor. Separate rules apply in the Junior Transition Houses where the House tutor on duty or HMM will accompany the Boarders to *Mercato*.

Pupils must inform their HMM if they are going on an official College trip. 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 HMM before they depart, confirming time of departure, method of transport, person accompanying and expected time of return. The pupil should check-in with their HMM/Matron upon return to College.

Parents of Boarders wishing to stay overnight with another family are asked to give written authority to their child's HMM before they leave school, and respectfully asks that this be made a minimum of 72 hours in advance to ensure that checks are also able to be made with the host family to confirm that they will assume temporary responsibility for the pupil whilst in their care. Both the parent of the student visiting and the parent hosting must email the HMM to inform them of arrangements. They hosting parent will assume responsibility for the visiting student during their time under their care.

All pupils wishing to exit the College site who are **not** accompanied by their own parent/guardian (with Epsom ID verification) will be asked to produce a '*Permission to Leave Campus Slip'* to the guards upon departure. This form should have been pre-signed by the pupil's HMM after receiving parental consent. Further details of this arrangement can be found in the College's Access, Security & Visitor Policy.