REIGATE GRAMMAR SCHOOL

Attendance Procedure

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Policy Author:	Sarah Arthur, Deputy Head
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Introduction

For each pupil at Reigate Grammar School to reach their full educational potential a high level of school attendance is essential.

1. The School Day

The school opens at **8.00am** and is normally open until **6.00pm**. Your son or daughter must be at school **by 8.35am at the latest** and normal lessons finish at 3.50pm. No pupils should be on school premises outside these hours or during school holidays unless engaged in a school activity, in the school library or supervised by a member of staff.

The School Library is open from 8.00am until 5.45pm, giving pupils the opportunity to begin homework at school before returning home. Pupils may remain on site from 5.45pm until 6.00pm but should wait in the main foyer. Please note that any pupil using the School Library at the start of the day MUST arrive promptly to their form room for registration by 8.35am.

Please note that, although staff are on site, students will not be directly supervised before or after school. Unless engaged in a school activity, all pupils must be collected by 6.00pm. Staff will bring any pupil left at Hartswood after a match back to the main school site. Pupils being picked up from Hartswood after games lessons should be collected by 4.30pm at the latest. After that time, they will be brought back to the main school.

2. The School Year and Absence Requests

Term dates are published at least a year in advance and may be found on the school website. The school offers long holidays, and a fortnight's half term in October. **We therefore ask you not to take your son or daughter out of school during term time.**

If you need to request absence for **routine appointments** please use the **Absence Request Form** available on the Parent Portal (Useful Forms) and also at the end of this policy and email it to the Form Tutor with a copy to **absence@reigategrammar.org**. On the day in question your child should sign out at the school office where the form will be checked. They must sign back in with the school office when they return to school.

Inter-school fixtures and other activities take place on Saturdays: boys and girls are required to be available if selected to represent the school. If you wish to remove your daughter or son from a school fixture, you must give the relevant games coach at least two weeks' notice.

3. Absence through illness

If your daughter or son is unable to come to school through physical or mental illness, please email absence@reigategrammar.org with a **copy to the form tutor by email** or telephone the school office on 01737 222231 **by 8.35am** on *each morning of absence* explaining the reason for absence. **If you do not do this, you will be contacted by the school so that we may be sure your child is safe.**

If your son or daughter is **unwell during the school day**, he/she should report to the School Office to be assessed by a qualified first aider. If necessary, the School Office will contact you to discuss the problem. Pupils **must not** contact their parents and ask to be taken home without going to the School Office first, as we must know who is in school.

If your child is absent due to sickness and/or diarrhoea then they must remain away from school for **48 hours** following their last episode.

If your child has a serious medical condition (for example one of the following, although this is not an exhaustive list: a severe allergy, asthma, epilepsy, diabetes, depression), has recently been in contact with or had diagnosed any contagious condition or has had major surgery, it is essential that you inform the school immediately, so that we may take any necessary steps to ensure the welfare of your child whilst on school

premises or involved in school activities. We may ask for your assistance in writing a care plan and risk assessment including any recommendations from the health professionals involved with caring for your child.

Covid-19 [guidance is subject to change]

In accordance with government guidelines if your child is displaying any symptoms of Covid-19 (raised temperature, new persistent cough and loss of taste/smell) then they **MUST** remain at home and you should seek a PCR test. Anyone (including members of the same household) displaying symptoms of Covid-19 must follow current government advice.

4. Concerns around absence or lateness

Where we have any concerns around patterns of absence, we will invite the parents of the pupil to discuss with a member of the pastoral team what the cause might be. It is important that the school can work with parents to help resolve any health worries or indeed other concerns that may be causing a pupil to not attend school. There is a range of support that we can put in place at school, such as extra help with academic work, counselling, mentoring, or indeed a referral to an outside agency.

Pupils who are late three times during a half-term without good reason, parents will be informed and the pupil will receive a Late Detention. If there are on-going issues around late arrival at school, then parents will be invited in to discuss how to resolve this.

We reserve the right to challenge parents' statements about a pupil absence and to seek additional evidence if we have concerns. This evidence could include the following as examples: a conversation between a member of our pastoral team with the health professional caring for the pupil, confirmation of an appointment from the surgery attended by the pupil, a note or email from a doctor or other healthcare professional.

Please do not hesitate to contact us if you have any worries regarding your child's attendance.

5. Unexplained absence

Whenever a pupil is absent from school and their parents have not told the school the reason for the absence, we will mark the absence as unauthorised until we have received a satisfactory explanation.

6. Registration

All pupils (including Sixth Formers) are required by law to register each morning and this is normally carried out by Form Tutors at 8.40am. All pupils are also formally registered every afternoon at 2.15pm, the beginning of Period 6.

We use the national codes to record attendance and absence. A copy of these codes is provided in *Appendix 2*.

Any pupil arriving after the register has been taken but before the end of the registration period will be entered as Late (L). Students who are missing from Morning Registration without a valid reason are registered by their Form Tutor with an N (Reason Not Yet Provided for absence) which is updated with a more appropriate code once the reason for absence has been established.

All pupils leaving school because of illness, doctor's appointments or other approved absences are required to sign out at the School Office and in again on their return. Any pupil arriving late to school, i.e. after 8.40am, must also sign in at the School Office on their arrival.

Pupils below the Sixth Form may not leave the school premises during the school day except with specific permission from a member of staff or with a written request from a parent.

NB: The registration periods are as follows:

- **AM Registration:**   8.35-8.55am
- **PM Registration:**   2.15-2.30pm

After the session has closed, the School Office will run a report to show any pupils with an unexplained absence. The School Office will then ring the pupil's parents to find out where the pupil is and to ensure their safety. **In order to save unnecessary phone calls and anxiety it is CRUCIAL for all pupils to register with their Form Tutor or if they are late to arrive at school, they must sign in at the School Office so they are accounted for. Students must NOT go directly to their lessons without first signing in with the School Office.**

Students on games will be registered at Hartswood by two designated members of staff, one for boys and one for girls, using the two school iPads provided for this purpose. Off games students will be registered by the teacher in charge of this supervision. Any unexplained absences from either Hartswood or off games will be reported to the main school office.

7. Monitoring Attendance through the day

Teachers are expected to complete their online registers on iSAMS at the start of every lesson; if a student is absent with no valid reason, they should report absentees from lessons immediately to the school office (by email, phone or by sending a pupil with a message) so that the office can chase up the pupil. The register should be left open for the duration of the period and any students registered with an N at the start of the lesson should be updated with the appropriate code if a pupil enters the lesson late. Please note that the Q code will be used for students who are present in school but not in a normal lesson. Where a pupil is at a music lesson, staff should use the K code. Students going to the music block will be asked to sign in/out.

8. Inspections

The school will periodically be subject to inspections from the Independent Schools Inspectorate (ISI) and part of this inspection will be the scrutiny of our attendance registers. The School will need to provide access to our registers. Please note that the inspectors are bound by confidentiality and legislation not to share information inappropriately.

iSAMS is backed up regularly and the register backups are stored securely and are open to inspection for three years.

9. UK Border Agency

When visas are issued to students to study at a school in the UK, there is an expectation that the student will attend that school when it is session. We have a responsibility to inform the UK Border Agency of periods of extended or unexplained absence from school. We must comply with any request for information from the Border Agency on a pupil's attendance.

10.Safeguarding

We are required to inform the local authority of any pupil who is absent for more than 10 days without good reason (i.e. the absence is unauthorised). We must also inform the local authority of pupils with patterns of unauthorised absence.

11.Deletions from the Attendance Register

Pupils may not be deleted from the attendance register until they have been deleted from the Admissions Register. Pupils may be deleted from the admissions register according to the grounds set out in *Children Missing Education Statutory Guidance 2016*[1]. We have a duty to inform Surrey County Council of pupils who

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[1] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

join and leave our school at both transition and non-transition times via the secure system Egress to cme@surreycc.gov.uk.

Student Absence Request Form

To: The Form Tutor
Cc: The School Office absence@reigategrammar.org

Please do not request absence if there is any alternative, as missed lessons may have a disproportionate impact upon learning outcomes leading to diminished life chances later on. Some things are only taught once and some subjects rely upon sequential learning which, if disrupted, may cause long term damage to exam prospects.

Name of child:		Form:	
ROUTINE ABSENCE:			
Date for requested absence:		Time of absence:	
Reason for absence: • *Medical* • *Dental* • *Open Day visit* • *Other* •	*Additional information (please include details to explain why this could not be arranged outside school hours):*		
EXCEPTIONAL ABSENCE REQUEST:			
First date of absence:	Last date of absence:		Total school days absent:
Reason for absence (please include details to explain why this could not have been arranged outside school hours):			
Please return this form via email to your child's Form Tutor and cc it to: absence@reigategrammar.org or please drop it off at the Porters' Desk.			
Signed/authorised (member of staff):		Date:	

Keeping your child safe
This Form will be held in the School Office and if your child is signing out of school, for example to attend an appointment, then this form will be used as a check to ensure that we know where they are going.

Additional Notes

Routine Absence
For the sake of their child's learning, we ask parents to make every effort to arrange appointments outside the school day. If this is really not possible, please email absence requests to your child's form tutor who will usually authorise and note this absence.

Exceptional Absence
It is not normally appropriate to request absence for special social events or family holidays, especially in years where there will be a public examination. However, sometimes discretionary authorised absence will be granted, if it has not been requested previously, for an exceptional reason. This might include attendance at a funeral, wedding of an immediate family member, or exceptional pre-approved educational activity.

Absences will not usually be authorised for family holidays during term time. If there are exceptional reasons why a family holiday may overlap with term time, then please use this form to request authorisation, before arrangements have been made, from the Deputy Head explaining the reasons. Absences will also not be authorised for other activities such as driving lessons or paid work. Work experience should be arranged outside of school hours.

Appendix 2 – RGS Registration Codes

A   Pupil in Medical Room

B   Educated Off Site

C   Other Authorised Circumstances

D   Dual Registration

E   Excluded

F   Extended Family Holiday (Approved)

G   Family Holiday (Not Approved)

H   Family Holiday (Approved)

I   Illness

J   Interview

K   Pupil in Music Lesson

L   Late *(Pupil arrives after the register has been taken and before the register closes)*

M   Medical/Dental/Orthodontist

N   Reason Not Yet Provided for Absence

O   Unauthorised Absence

P   Approved Sporting Activity (Off Site)

Q   Pupil Present but Not in Normal Lesson

R   Religious Observance

S   Study Leave

V   Educational Visit/Trip/Taster Days

W   Work Experience

X   Non-Compulsory School Age Absence

Y   Enforced Closure

Z   Pupil Not Yet on Roll

*   Pupil in Off Games

School Closed to Pupils

**/ **   Present AM/PM

>   Internal Suspension

<   Sixth Form Teacher Absent