

Lincoln Minster School

Attendance

1. Policy Statement

For the welfare, health, and safety and educational benefit of all pupils, Lincoln Minster School registers pupils in all years of compulsory school age, including Sixth Form and EYFS. Lincoln Minster School requires regular attendance and the presence of pupils is checked daily at the start of the morning session and again at the start of the afternoon session. This attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2006 in respect of both inclusion in, and deletion from the register. Lincoln Minster School is committed to ensuring that the attendance register is maintained in accordance with these regulations. For this reason, Form Tutors/Teachers must ensure the register is filled in properly in accordance with the procedures in this document.

Lincoln Minster School complies with its legal duty to report to the Local Authority:

- 10 days of unauthorised absence (other than for reasons of sickness or authorised leave of absence)
- Failure to attend regularly
- Deletion from the school register where the next school is unknown (to be reported to the Local Authority in which the child resides)

This policy applies to all members of our school community, including boarders and those in our EYFS setting and is in line with the [Working Together](#).

Lincoln Minster School is fully committed to ensuring that the application of this Attendance Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document.

Lincoln Minster School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on request from the main school offices and should be read in conjunction with the following policies and documents: Missing Pupil Policy, timetable for the school day.

This document is reviewed annually by the Deputy Head Pastoral and the Head of the Preparatory School or as events or legislation change requires. The next scheduled date for review is September 2024.

Reviewed By	C Brigden; Deputy Head Pastoral M Burton; Head of the Preparatory School
Date	September 2023
Reason for Change	Annual review
Next review date	September 2024

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2. Attendance and registration procedure

Pupils are required to attend school sessions unless leave of absence has been requested by parents from the Head, the Head of the Preparatory School and the requested leave subsequently authorised as exceptional circumstances. Absentees are recorded at a formal registration each morning and afternoon. Unauthorised absences are investigated on the same day by office staff. Form tutors use the appropriate codes in the register for each type of absence (see over).

In Year 12 and Year 13, tutors register their tutees at 8.30am, and then the pupils are registered by subject lesson attendance using ISAMS. They are allowed off site from 12.45-2:15pm, using the reception signing in/out system. PM registration is either in lesson 5 or at main reception. They are required to remain in school until 4.00pm. Students may go home at 3:05pm in year 13 if they have met the requirements as set out in the 6th form handbook. Their lesson by lesson attendance is monitored by subject staff via ISAMS.

Parents are strongly requested to keep to term dates, always published 12 months in advance, to ensure that school time remains a priority in the mind of each pupil. Parents are made aware that any request for leave of absence during term time will need to be made in writing, in advance, to Mr Tyler at the Senior School and Mr Burton at Preparatory School. It will be at their discretion as to whether the reason for absence is classed as exceptional circumstances. All requests will be considered individually and will take into account:

- The time of year the absence is requested for
- The attendance record of the pupil
- The number of previous requests for leave of absence
- The pupil's ability to catch up on missed learning

Parents will be notified of the school's decision regarding leave of absence for exceptional circumstances in writing. When a parental request has been refused but a parent goes ahead and takes their child out of school, the absence will be recorded as unauthorised.

Lincoln Minster School has the legal duty to report the following attendance issues to their local authority: 10 days of unauthorised absence; failure to attend regularly; deletion from the school register when the next school is not known. In addition, the school recognises that poor attendance can indicate a potential safeguarding concern, so due regard will always be given to implementing safeguarding procedures, as per our safeguarding policy, if necessary.

a. Senior School

The register is a vital legal document and must be kept up-to-date by tutors and for at least three years.

- Session Attendance is recorded each day on ISAMS. Help sheets on how to carry out this process can be found in the LMS Senior office shared drive.
- Pupils should be marked present or absent. Corrections should be made, if necessary, provided that clear evidence for the change is received. Pupils arriving after registration should report to the office. Do not mark a pupil present unless you have actually seen them. Some pupils may have been recorded absent in the register by office staff if the parents have phoned into the office in advance of the registration period. These absences should not be altered without contrary evidence.
- Children that arrive after 08:30am and sign in at the office are marked as late.
- Absences must be followed up meticulously. Any absence of three days or more should be explained and parents are required to confirm via email or telephone.
- Online Registers should be completed prior to the end of the registration period (8:50am)
- Should there be any problems accessing the online register, a paper copy of the form list should be returned to the office immediately after registration.
- Sixth form attendance registration is recorded by class teachers by registering their class (in the same way as session attendance) on ISAMS.
- Absentees are recorded in the office, therefore, if pupils are missing from class a rapid check may be made by ringing the main reception, (ext.4304) or it will display on your class register on ISAMS.
- If a student attends the Hub the Pastoral Officer will inform main reception so that the registers can be updated accordingly.
- Pupils' addresses and date of birth should be kept up-to-date at all times.
- The register will be kept for 3 years as a minimum.

The following symbols are to be used when marking the register:

<u>Absence Type Name</u>	<u>Display Symbol</u>
Present (AM Registration)	/
Present (PM Registration)	\
Absent (No Reason Yet Provided)	N
Absent (Illness)	=
Absent (Medical/Dental)	M
Shielding	{
Remote learning	Q
Enforced closure	Y
Educational Visit or Trip	V
Approved Sporting Activity	P
Absent (Other Authorised Circumstances)	C
Absent (Not Authorised)	O
Study Leave	S
Work Experience	W
Interview	J
Family Holiday (Agreed)	H
Family Holiday (Not Approved)	G
Extended Family Holiday (Agreed)	F
Excluded for fixed/indefinite	E
Educated Off Site	B
Pupil Not Yet on Roll	Z
School Closed to Pupils	#
Late (After Registers Closed)	U

Attendance will be reported in each progress review or full report. Any pupil whose attendance is 96% or lower for that period will be raised as a concern with parents. If two consecutive periods of less than 96% attendance are reported then parents will be required to meet with the pastoral team and support measures to improve attendance will be put in place. Parents will be reminded of the legal duty to send their child to school and of the possibility of a report to the LEA if attendance does not improve.

b. Preparatory School

The register is a vital legal document and must be kept up-to-date by tutors and for at least three years

- In the **Preparatory School, including EYFS** all first aid incidents are recorded on the ARMS system.
- Session Attendance is recorded each day on ISAMS. Help sheets on how to carry out this process can be found in the Staff resources area.

- Pupils should be marked present or absent. Corrections should be made, if necessary, provided that clear evidence for the change is received. Pupils arriving after registration should report to the office. Do not mark a pupil present unless you have actually seen them. Some students may have been recorded absent in the register by office staff if the parents have phoned into the office in advance of the registration period. These absences should not be altered without contrary evidence.
- Absences must be followed up meticulously, an email or phone call being produced for every session, for unexpected absences. Any absence of three days or more should be explained by a email. Pupil absences are tracked throughout the year.
- When notification has been received it should be recorded by the symbols that are available to select from the drop down boxes within ISAMS. All emails received should be forwarded on to Lincoln.prep@lincolnminsterschool.co.uk by the form teacher. ISAMS allows the tutor to access previous attendance sessions for the tutor to make amendments.
- Online Registers should be completed prior to the end of the registration period (8.55 for am and 1.15 for pm).
- Should there be any problems accessing the online register, a paper copy of the form list (a copy will be kept inside the register bag) should be returned to the office immediately after registration.
- Absentees are recorded in the office, therefore, if pupils are missing from class a rapid check may be made by ringing the school office or it will display on your class register on ISAMS
- The Office will keep a record of all instances of illness during class hours and note if the child is sent home (isams)
- Pupils' addresses and date of birth should be kept up-to-date at all times.

The following symbols are to be used when marking the register:

<u>Absence Type Name</u>	<u>Display Symbol</u>
Present (AM Registration)	/
Present (PM Registration)	\
Absent (No Reason Yet Provided)	N
Absent (Illness)	I
Absent (Medical/Dental)	M
Educational Visit or Trip	V
Approved Sporting Activity	P
Absent (Other Authorised Circumstances)	C
Absent (Not Authorised)	O
Study Leave	S
Work Experience	W
Interview	J
Family Holiday (Agreed)	H

Family Holiday (Not Approved)	G
Extended Family Holiday (Agreed)	F
Excluded for fixed/indefinite	E
Educated Off Site	B
Pupil Not Yet on Roll	Z
School Closed to Pupils	#
Late (After Registers Closed)	U

3. Deletions from the School Register

Lincoln Minster School informs the local authority where the child is resident when:

- The child has been taken out of school to be home educated
- The family has apparently moved away
- The child has been certified medically unfit to attend
- The child has been in custody for more than 4 months
- The child has been permanently excluded

Attendance will be reported on each termly report. Any pupil whose attendance is 96% or lower for that period will be raised as a concern with parents. If two consecutive periods of less than 96% attendance are reported then parents will be required to meet with the Form Tutor/HoKS and support measures to improve attendance. Parents will be reminded of the legal duty to send their child to school and of the possibility of a report to the LEA if attendance does not improve.

4. Rewarding good attendance

We are keen to promote good attendance records amongst all of our pupils. As such, good attendance is recognised with certificates, vouchers and inclusion in school reward trips/activities at the Heads discretion.