



THE BUCHAN SCHOOL



KING WILLIAM'S COLLEGE

King William's College, The Buchan School and The Buchan Nursery

Attendance and Registration Policy

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Stuart Corrie (Deputy Head Pastoral)

Janet Billingsley Evans (Head of Buchan)

Caroline Kipps-Reid (Buchan Nursery)

King William's College, The Buchan School and The Buchan Nursery Attendance and Registration Policy

The Law

Schools on the Island are required by law (the Education (Registration of Pupils) Regulations 2004) to maintain admission and attendance registers. The Regulations require schools to record in their attendance registers for each morning and afternoon session:

- in the case of **every pupil** - whether the pupil is present, absent or attending an approved educational activity, and
- in the case of all pupils of compulsory school age – whether any absence is authorised or unauthorised and the nature of any approved educational activity the pupil may be attending.

At KWC and the Buchan School

All students are registered twice during the course of each school day in tutor groups. Morning registration takes place before 9am, afternoon registration by 2.15pm. Tutors complete registration and are reminded that persistent absence or consistent lateness may be an indication of something greater happening in a student's life. This should therefore be reported to the Head of Year or the Deputy Head Pastoral at KWC, The Head of Buchan, or one of the Designated Persons for Child Protection.

Registration is completed electronically on ISAMS and the following codes/symbols are used:

Symbol	Meaning	Classification for Statistical Purposes
/ or \	Present	Present
B	Attending alternative educational provision	Present
C	Other Authorised Reason	Authorised Absence
E	Excluded/Formally Suspended	Authorised Absence
F	Former Pupil	
G	Family Holiday (not agreed)	Unauthorised Absence
H	Family Holiday (agreed)	Authorised Absence
I	Illness	Authorised Absence
J	Interview	Authorised Absence
L	Late	Present
M	Medical Appointment	Present
N	No reason yet provided	Unauthorised Absence
O	Unauthorised Absence	Unauthorised Absence
P	Approved Sporting Activity	Authorised Absence
R	Religious Observance	Authorised Absence
S	Study Leave	Present
V	Educational Visit/Trip	Present
W	Work Experience (where student attended)	Present
Y	Enforced Closure	Authorised Absence
Z	Pupil not yet on roll	Non statistical absence

At the Buchan Nursery

Day care for children under eight years of age in out of school provisions such as nurseries, after school clubs and holiday schemes is subject to regulation on the Isle of Man under the Regulation of Care Act 2013. The Child Day Care Standards under this regulation require that an accurate system of recording each child's attendance at the service must be maintained. The arrival and departure times must be included and the child's date of birth. Children must only be released from the day care centre to persons authorised to collect the child. Children must be supervised at all times. In the event of a child being lost or not collected there must be a clearly defined procedure to be followed. In order to comply with this regulation, and for the safety and security of our pupils, procedures have been adopted as set out below.

Morning Registration

At KWC

- 1.1 Tutors register their tutor groups between 8.20am and 8.30am.
- 1.2 The tutor must complete the electronic register of their tutor group by 9.00am, making note of any absences using the codes above. Please do not leave any gaps. Students who are absent without prior permission or parental contact must be marked 'N'.
- 1.3 At 9.00am, an email will be circulated listing those who have not been seen that morning, and who have been marked 'N' in the register.
- 1.4 Tutors are asked to update their registers if a student is simply late.
- 1.5 If a Tutor receives an email from a parent/guardian they should update the electronic register and **forward the email to 'absentees@kwc.im'**.
- 1.6 At 9.30am, Reception will contact parents if there is still no reason for absence.

At The Buchan

- 1.7 If there is no response from parents, the school will implement the missing student policy.
- 1.8 Tutors register their tutor groups between 8.30am and 8.45am.
- 1.9 The tutor must complete the electronic register of their tutor group by 8.45am, making note of any absences using the codes above.
- 1.10 At 9.00am the office will print out a register to see which pupils are absent, or those who 'N' has been marked in the register
- 1.11 The office staff will check the late book and amend the register accordingly
- 1.12 The office staff will make a telephone call to parents if no message has been received re: absence.
- 1.13 If a child cannot be located the missing student policy will be followed.

At The Buchan Nursery (In practice, arrivals can happen at any time during the day)

- 1.14 At the Buchan Nursery we give a warm welcome to every child and family on their arrival. There are several sessions each day and children may arrive or leave at almost any time.
- 1.15 Parents are requested to bring children right to the door of the Nursery and ring the bell if the door is not already open with a member of staff in attendance.
- 1.16 Parents are requested never to hold the door open for another parent to enter the premises as each parent/child must be welcomed and supervised by a member of staff until the parent has left the premises.
- 1.17 A member of staff will ensure that the parent is recognised and welcomed and the parent may accompany their child into the Nursery in order to hang up their coat and then pass the care of their child to a specific member of staff who will ensure his/her safety (this is usually a child's class teacher).
- 1.18 Parents should take this opportunity to pass on information about the child and/or his/her needs during the day.
- 1.19 The staff member receiving the child immediately records the time of his/her arrival in the daily attendance register and identifies each child by its name and date of birth.
- 1.20 The staff member also records any specific information provided by the parents, including the child's interests, experiences and observations from home.
- 1.21 If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed.
- 1.22 If for any reason the parent is to stay in the Nursery beyond the time of handing over the child into the care of a staff member, then the parent must be treated as a Visitor and the Visitors Procedure should be followed.

2. Late Arrivals

At KWC

- 2.1 Late arrivals must sign in at Reception before proceeding to class.
- 2.2 Reception will note this on the electronic register.
- 2.3 Failure to register or persistent late arrival at College could lead to disciplinary action being taken.

At The Buchan

- 2.4 Late arrivals must sign in at the office before proceeding to class
- 2.5 Reception will note this on the electronic register
- 2.6 Failure not to register or persistent late arrival will be addressed with the parents

At the Buchan Nursey

- 2.7 As there are several sessions each day and arrival times vary, the morning registration procedure will always be followed.

3. Leaving School Early

At KWC

- 3.1 Students who need to leave College premises before the end of the school day must first obtain permission from their Tutor, Year Head or Medical Centre and then sign out at Reception.

At The Buchan

- 3.2 Parents must inform the school in writing if they wish to remove their child early from school. Pupils must then proceed to the office and wait to be collected by their parents
- 3.3 On collecting their child parents should sign their child out using the sign out register.

4. Afternoon Registration

At KWC

- 4.1 Tutors register their tutor group between 2.10pm and 2.20pm.
- 4.2 The tutor must complete the electronic register of their tutor group by 2.30pm, making note of any absences. Please do not leave any gaps. Students who are absent without prior permission or parental contact must be marked 'N'.
- 4.3 At 2.30pm, an email will be circulated listing those who have not been seen that afternoon, and who have been marked 'N' in the register.
- 4.4 Tutors are asked to update their registers if a student is simply late.
- 4.5 Reception will notify Year Heads of any absence in the afternoon.
- 4.6 Reception will contact parents if there is still no reason for absence.
- 4.7 If a student cannot be located or is absent without excuse, the school missing student policy must be implemented.

At The Buchan

- 4.8 Tutors register their tutor group between 1.45pm and 1.50pm.
- 4.9 The tutor must complete the electronic register of their tutor group by 1.50pm, making note of any absences using the codes above.
- 4.10 At 2.00pm the office will print out a register to see which pupils are absent, or those who 'N' has been marked in the register
- 4.11 The office staff will send an e mail to staff to locate the pupils. If a child cannot be located the missing student policy will be followed.

5. Lesson Registration

- 5.1 Class teachers are expected to maintain accurate registers.
- 5.2 If a student is in College but has not arrived for a class, teachers are requested to notify the Head of Year or circulate an e-mail to **All KWC Staff** asking if there is a justifiable reason for the student to be absent.
- 5.3 Unauthorised absence from lessons will be dealt with via the College's disciplinary procedures.

6. Buchan After School Activities

- 6.1 A register will be taken at 3.45pm to ensure that all pupils booked into the after- school activity are present.
- 6.2 It is the parent's responsibility to inform school if their child is not taking part in an activity they are scheduled to be attending.
- 6.3 If a child can not be located the missing student policy will be followed.

7. Buchan Coach and Wrap Around

- 7.1 A register will be taken at 3.45pm for children who are booked to catch the school coach. They will be supervised until the coach arrives.
- 7.2 A register of children attending Wrap around care will be taken at 3.30pm for those attending the 3.30pm-4.30pm session and again at 4.30pm for pupils attending the 4.30pm-5.30pm.

8. The Buchan Nursery – Departures

- 8.1 Children must never be allowed to leave the premises unsupervised.
- 8.2 Each child on leaving must be clearly handed over into the care of a person authorised to collect him/her (see below).
- 8.3 The child's class teacher or other nominated staff member must plan the departure of the child. This should include opportunities to discuss the child's day with the parent, e.g. meals, activities, interests, progress and friendships.
- 8.4 The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure.
- 8.5 Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.
- 8.6 On departure, the staff member releasing the child must mark the child register immediately and enter the time of leaving to show that the child has left the premises.
- 8.7 If a parent is late or nobody arrives to collect a child, the Late or Non-Collection Procedure must be followed.

9. The Buchan Nursery – Persons Collecting Children

- 9.1 Parents are asked to provide details to the Nursery of the authorised person/s who will normally collect each child at home time. Copies of ID documents may be requested to ensure that staff can recognise anyone who is less familiar to them. These details may be updated from time to time and children should normally be collected by these "known persons".
- 9.2 The nursery will not release a child to anyone other than the known person unless a prior agreement has been made. If in an emergency the child is to be collected by someone who is not a "known person" at the end of the session, the parent may authorise someone else (the "designated adult") to do so and must contact the nursery about the arrangements as soon as possible. In this situation, a description of the designated adult collecting must be given by the parent to the Nursery as well as a password which will be given by the designated adult on arrival. The parent should inform the designated adult of the agreed procedure and the password. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy). Parents are informed about these arrangements and reminded about them regularly.

10. The Buchan Nursery – Late Collection Procedure

- 10.1 At the Buchan Nursery we expect all parents to agree an approximate time to collect their child from the nursery. We give parents information about the procedures to follow if they expect to be late. These include:
 - 10.1.1 Agreeing a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent (authorised designated adult).
 - 10.1.2 Calling the nursery as soon as possible to advise of their situation.
 - 10.1.3 Asking a designated adult to collect their child wherever possible.
 - 10.1.4 Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation.
 - 10.1.5 If the designated person is not known to the nursery staff, the parent must provide a detailed description of this person. This designated person must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent.

11. The Buchan Nursery – Non Collection Procedure

- 11.1 If a child has not been collected from the nursery after a reasonable amount of time (**30 min**) has been allowed for lateness, we initiate the following procedure:
 - 11.1.1 The Head of Nursery will be informed that a child has not been collected.
 - 11.1.2 The Head of Nursery will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the Head of Nursery will try to contact the parents on the telephone numbers provided for their mobile, home or work. If this fails the Head of Nursery will try the emergency contacts shown on the child's records.
 - 11.1.3 The Head of Nursery /staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the nursery will plan to meet required staff ratios. If the parents have still not collected the child by the end of normal working hours, the Head of Nursery will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record.
 - 11.1.4 In the event of no contact being made after one hour has lapsed, the person in charge will ring the Department of Social Care Children and Families Unit on 686179 before 5pm or via Douglas Police Station on 631212 after 5pm.
 - 11.1.5 The nursery will inform Registrations and Inspections as soon as convenient.
 - 11.1.6 The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.
 - 11.1.7 The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process.
 - 11.1.8 In order to provide this additional care a late fee will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur charges

12. Absence due to sickness at KWC and The Buchan

- 12.1 Parents are asked to notify the College of any absence, either by contacting the Tutor, Head of Year or Reception (absentees@kwc.im). The registers will be updated when such information is received.
- 12.2 If a student is unlucky enough to be taken ill during the School day, they are expected to report to the Medical Centre. The Medical Centre will contact parents if appropriate and inform the Common Room that the student will not be in lessons. Any student who is sent home by the Medical Centre must sign out at Reception.

13. Absence for Holiday during term time at KWC and The Buchan

- 13.1 Statutory provision regarding holidays taken by pupils during term time is contained in the Education (Registration of Pupils) Regulations 2004, which state that: "On application made by the parent with whom the child normally resides, a pupil may be granted leave of absence from the school to enable him to go away on holiday. Provided that, save in exceptional circumstances, a pupil shall not be granted leave of absence for this purpose for more than 10 school days in any school year."
- 13.2 Leave of absence for holiday purposes is not an entitlement and is entirely at the discretion of the Principal.

- 13.3 Each request will be considered on its individual merits, and the Principal will determine whether the circumstances of a particular application are “exceptional” if more than 10 days’ absence is involved. Authorised leave of absence for in excess of 10 school days annually will not be granted lightly.

14. Absence for Other Reasons at KWC and The Buchan

- 14.1 All requests for absence of one whole day or more should go via the Principal’s Office in advance. Boarding students must request early leave and late arrivals with the Head of Boarding.

15. Absence Reports at KWC and The Buchan

- 15.1 The Deputy Head Pastoral will issue weekly absence reports to tutors where all ‘N’ absences will be highlighted for follow up. The tutor is expected to follow up any absences that cannot be explained.

16. Attendance Concerns at KWC and The Buchan

- 16.1 If unauthorised attendance falls below 90%, concerns will be raised and discussed by the pastoral team to consider if any specific strategies are required to assist the student and family. A referral to the Department of Education Welfare Officer may be considered at this stage if it is felt appropriate by the School and the family.
- 16.2 Should attendance fall below 80%, a review meeting will be held to consider and agree further strategies. A referral to the Department of Education Welfare Officer will be advised at this stage with parental consent. If a student is repeatedly absent due to medical reasons, the School may request consent of the parents to speak to medical professionals or ask them to supply a letter from the medical professional supporting the absence.
- 16.3 A further decline in attendance will require a referral to the Department of Education Welfare Officer. The following guidance is given by the Department of Education:
- If it appears to the Department that a child of compulsory school age in the Island is not receiving suitable education, either by regular attendance at school or otherwise, it shall serve a notice in writing on a parent of the child requiring him to satisfy it within the period specified in the notice (not being less than 15 days beginning with the day on which the notice is served) that the child is receiving such education.
 - If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the parent of the child is guilty of an offence and liable on summary conviction to a fine not exceeding £1,000.

17. Linked Policies

- 17.1 Missing Student Policy