THE BUCHAN SCHOOL

KING WILLIAM'S COLLEGE

King William's College & The Buchan School

KWC Attendance and Registration Policy

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King William's College & The Buchan School
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.

All students are registered twice during the course of each school day in tutor groups. Morning registration takes place before 9am, afternoon registration by 2.25pm. 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 at KWC, The Head of Buchan, or one of the Designated Safeguarding Leads.

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

1. 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 to teaching staff listing those who have not been seen that morning, and who have been marked 'N' in the register. Teachers are asked to check their emails before the end of lesson 1 (9.30am) and reply if any missing students have arrived at school late.
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 by text if there is still no reason for absence.
1.7

At The Buchan

1.8 If there is no response from parents, the school will implement the missing student policy.
1.9 Tutors register their tutor groups between 8.30am and 8.45am.
1.10 The tutor must complete the electronic register of their tutor group by 8.45am, making note of any absences using the codes above.
1.11 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
1.12 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.

2. Late Arrivals

At KWC

2.1 Late arrivals must sign in at The Bursary before proceeding to class.
2.2 The Bursary 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 on the digital 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

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 Year Head or Medical Centre and then sign out at The Bursary.

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 digital 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 Year Heads 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 Pre-Prep teacher register their class between 12.40pm and 12.50pm. Prep classes are registered by the teacher of the first afternoon lesson between 1.10pm and 1.20pm.
4.9 The tutor must complete the electronic register of their tutor group by 1.20pm, making note of any absences using the codes above.
4.10 At 1.30pm 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 is 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-5.00pm.

8. Absence due to sickness

8.1 Parents are asked to notify the College of any absence, either by contacting the Tutor, Head of Year or Reception (absentees@kwc.im). The absentees emails will be automatically distributed to members of teaching staff. The registers will be updated when such information is received.
8.2 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 The Bursary.

9. Absence for Holiday during term time

9.1 Leave of absence for term time holidays is not an entitlement and is entirely at the discretion of the Principal/Head of The Buchan.

9.2 Each request will be considered on its individual merits.

9.3 If a request for more than 10 days' absence is made, the Principal/Head of The Buchan will determine whether the circumstances are "exceptional".

10. Absence for Other Reasons

10.1 At The Buchan, all requests for absence should go to the Head of The Buchan. At KWC, all requests for absence of one whole day or more should go via the Principal's Office in advance. Absence requests for less than a whole day should go to the Head of Year and tutor together.

10.2 Leave of absence is not an entitlement and is entirely at the discretion of the School (Head of Year or Principal/Head of the Buchan.

10.3 Each request will be considered on its individual merits.

10.4 Boarding students must request early departures and late arrivals with the Principal and Head of Boarding together.

11. Absence Reports

11.1 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.

12. Attendance Concerns

12.1 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.

12.2 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.

12.3 A further decline in attendance will require a referral to the Department of Education Welfare Officer and Manx Care Social Services. 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.

13. Linked Policies

13.1 Missing Student Policy