



ROYAL HIGH SCHOOL BATH

G D S T

ATTENDANCE

Applicable to: All staff, students and parents. *(Please note that this statement does NOT relate to ASC or HOLIDAY CLUB)*

This policy has been prepared in compliance with, and with regard to:

- *Keeping Children Safe in Education, 2021*
- *Statutory Guidance on Children Missing Education, 2016*
- *RHSB Safeguarding and Child Protection Policy*
- *GDST Safeguarding Procedures*
- *Covid-19 Stay at Home Guidance*
- *GDST Etiquette for Close Contacts (Students)*
- *Working together to improve school attendance, 2022*

Aims:

At the Royal High School, Bath we see student attendance as critical to academic success and social integration. We strongly believe that maintaining good school attendance is everyone's business and we work proactively with parents and external agencies to remove any barriers students may face when it comes to attending school. The staff members who are responsible for the strategic approach to attendance in school is the Senior Teacher, Pastoral at the Senior School and the Head at the Prep School.

The school's admission and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006. We monitor attendance rates on an ongoing basis and teachers, tutors and pastoral leads will take action if a student's absence becomes a concern, as required by the law. Students are expected to attend school every day and parents have a legal duty to ensure their children of compulsory school age who are registered at school attend regularly. Parents can only allow their child to miss school if they are too ill to go in or they have advance permission from the school. As a boarding school, it also aims to arrange medical appointments with medical staff (senior school) as conveniently as possible for all parties concerned.

Whilst every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, the school also accounts for the specific needs of certain pupils and pupil cohorts. The policy will always be applied fairly and consistently but, in doing so, the school will always consider the individual needs of pupils and their families who have specific barriers to attendance. In development and implementation of this policy, the schools understands its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

We ask parents to familiarise themselves with our policy guidelines and help us to promote the standards of attendance and punctuality which are essential for an orderly school environment where all pupils can get the maximum benefit from their education.

Reporting your daughter absent from school

Senior School

Good school attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. Students are expected to attend school on time every day during term time. The school day starts with registration at 8:30am and ends with dismissal at 3:55pm. If students arrive at school after 8:45am they are required to sign in at reception.

It is a parent's responsibility to contact the school to report their daughter absent. This should be done by emailing royalhigh@rhsb.gdst.net and copying in your daughters tutor or by phoning the school office before 8:40am.

If no contact is made the school will telephone the parents and at that time we will request written confirmation of the absence. Written confirmation will be required for each day of absence, preferably by email. Absence cannot be authorised without this procedure.

In the unlikely event that a student is absent without authorisation for 10 consecutive days the school will notify the local authority. In most cases, it will be the responsibility of the student to make up any work lost as a result of absence. However, the school appreciates that some students may require assistance in doing so and, in this circumstance, the student should speak to her form tutor who will be best placed to advise her on how to prioritise catch up work. If an absence is known in advance, the student must approach individual members of staff for guidance.

Prep School

The gates open at the Prep and Pre-Prep sites at 8:00am and pupils can enter the buildings from 8:15am. Morning registration takes place at 8:35am with the first lesson beginning at 8:45am. Pupils arriving after 8:30am should enter through the main door and sign in at reception.

Parents must notify the school of their daughter's absence as soon as possible either by phoning the Prep reception and leaving a voicemail message or by emailing by 9:00am at the latest. If it is clear the pupil will be absent for consecutive days, this should be stated at the outset, otherwise, parents must contact the school on a daily basis. Pupils should not be absent without permission for any activity known in advance. Parents must write to the Head of the Prep School for permission for a pupil to be absent.

Similarly, permission must be sought in advance to attend appointments during school time.

Work is not set for pupils who miss school due to illness or holidays.

The school's approach to monitoring attendance

The Royal High School has a legal duty to promote attendance and to publish its absence figures. Parents will receive information concerning their daughter's attendance in written reports. At the end of each academic year, the school has to make a return to the DCSF giving details of both authorised and unauthorised absence.

The school is committed to working with parents to achieve as high a level of attendance as possible. We are obliged to provide attendance data to prospective employers and external organisations where requested, e.g. for university application purposes.

Poor attendance usually has a detrimental impact on attainment. The school will act promptly to work with parents to try to prevent absence from reaching such levels. We have a clear policy to deal with absence.

Senior School

Weekly absence reports

1. Heads of Year receive weekly attendance reports from the school office which are checked and passed on to form tutors.
2. On receipt the form tutor should have a one-to-one with anyone in their form who is absent for more than 3 consecutive days to see if they are okay and to check to see if they need help with catching up work.

Year to date absence reports

1. The Senior teacher pastoral monitors student year to date attendance monthly.
2. If a student's attendance falls below 90% the Senior teacher pastoral will contact home, copying in the Deputy Head Pastoral/DSL. If attendance continues to fall a further meeting with the Head of Year, Senior teacher and Deputy Head Pastoral will be arranged.
3. If a student's attendance continues to fall below 85% the case will be assessed by the Pastoral team to see if a referral to BANES to support the family is required.

The school understanding that some absences, such as ongoing medical illness, are outside of the family's control. The school will always take a supportive approach and will assess each case individually to ensure the right level of support.

Prep School

1. The Deputy Head monitors student year to date attendance monthly.

2. If a student's attendance falls below 90% the Deputy head will contact home. If attendance continues to fall a further meeting with the Class Teacher and Deputy Head will be arranged.
3. If a student's attendance continues to fall below 85% the case will be assessed by the Pastoral team to see if a referral to BANES to support the family is required.

Reasons for absence (Prep and Pre-16 Senior School):

Illness.

Parents are requested to inform the school on the first day if their child is ill and before 1000. Parents should continue to do so each day unless the child has been signed off for a length of time.

Medical and Dental Appointments

Routine visits to the dentist, optician etc., should be arranged during school holidays or out of school hours where possible. Authorisation for medical and dental appointments can be given in an emergency or other unavoidable circumstances. In the Senior School please contact Royalhigh@rhsb.gdst.net and copy in your daughter's Form Tutor and Head of Year to report absence due to a medical or dental appointment.

Bereavement.

It is helpful for the school to know about family bereavement so that students can be offered sympathetic support. Absence in such circumstances will be authorised.

Religious observance.

Absence can be authorised on a day exclusively set apart for religious observance by the religious body to which a student's parents belong.

Family/domestic problems.

Looking after other children, minding the house, or shopping within school hours are not acceptable reasons for absence under the law.

Special occasions.

Exceptional occasions may be authorised, e.g. attendance at a sibling's graduation or a family wedding.

Study leave.

This is authorised during the official examination periods for Years 11 and 13. A letter is sent to parents before study leave commences. Parents are asked to note the date on which study leave commences. There are always study facilities in school for those wishing to study here.

Study leave is a privilege which may be withdrawn if a student seems unlikely to use the time profitably.

Reasons for absence (Sixth Form):

Flexible day.

Sixth Formers have a flexible day, recognising their growing maturity and bridging the gap between formal schooling and post-18 study or work. They must attend school every day, arriving in time for morning registration and tutor time. They must attend all timetabled lessons but will be able to leave the school during their non-taught sessions, signing in and out. All regular appointments, driving lessons etc. must be scheduled for these times. Permission to miss taught lessons will not be given unless there are exceptional circumstances. Any student who does not attend lessons or whose progress is not good will have the privilege of a flexible day removed. Should a student be unable to attend school, parents/carers should notify the school in the same way as for younger students.

Open Days.

Sixth Form students are expected to visit universities and colleges during school holidays. However, a maximum of three Open Days over the two years may be attended during term time if appropriate letters requesting authorization for absence are brought in.

Interviews.

Sixth formers must, of course, attend interviews at universities and colleges at the times and on the dates allocated by the institutions. It is essential that they keep their Form Tutors informed of these dates.

Work experience.

Students in Years 12 and 13 are encouraged to gain work experience during the school holiday periods. In addition to this there may be a period of work experience for specific year groups scheduled on the school calendar. Some sixth form students may also be permitted to carry out work experience during times of the day when they have a study period. This must be agreed with the Head of Sixth.

Study leave. See previous section.

More detailed points of implementation:

1. Two session registers are recorded each day. The morning session is taken at 0830 by the tutor. The afternoon session is taken at 1325 in the Prep School and 1345 in the Senior School by the class teacher. If the register has not been saved to the system after half an hour, an email will be sent to the member of staff by a member of the office administration team.
2. Staff should be vigilant to ensure that students are not absent without permission. All senior teaching staff should complete the lesson register in SIMS to allow Heads of Year quick access.
3. Once session registers have been completed, the Prep School administrator and the Senior School administrator (with responsibility for attendance) will telephone any parent/carers of any student who fails to attend registration if no letter/email/telephone call has been received to explain the absence.
4. Please refer to the Missing Student policies for the procedure to be followed if a student is unaccountably absent.
5. All absence codes in SIMS should be accompanied by a brief comment as explanation e.g. dentist appt, mum phoned – sick, traffic jam, etc. This will help inform other staff looking at the attendance record.
6. Any student who is absent without permission will be subject to the appropriate sanctions in line with this policy. This means that they will have to explain the absence and if truancing has occurred this will be recorded, noted on the student's annual School Report as an unauthorised absence (in Years 7-11), and discussed with the parents. Patterns of unauthorised absence in the Sixth Form will be followed up with the students and their parents.
7. The Head, Prep School Head, Deputy Head (Pastoral) or Head of Sixth Form must be informed of any student who is absent without permission.
8. The Senior teacher Pastoral will oversee the efficient running of the registration system.
9. In the event of the IT system not working a hard copy register should be taken and then a School Office administrator contacted with the relevant details.
10. Details of each student's attendance and punctuality is issued to parent/carers/carers with school reports and is also available online via Firefly.

Absence from school:

1. Requests for a student to be absent for an extended period should be directed to either the Prep Head (Reception – Y6), or the Head (Y7-13). They will answer the parent and let other relevant parties know, such as the Heads of Key Stage, tutor and (if appropriate) Senior Housemistress.
2. For ordinary absences (Reception – KS4), tutors should ensure that a note, phone call or email is received from a parent explaining an absence on the return of the student. The relevant code is added to SIMS. Support should be sought from the Heads of Key Stage if absence notes from home are not forthcoming, or if a pattern of absence is emerging. If necessary, the code should be amended to the correct one and a note added as a comment.
3. For unplanned absence, for example due to illness, parents should contact the school before 1000. They should continue to do so for each day of unplanned absence. If parents have not contacted the school, and school administrators have not been able to make contact that morning, the administrator will contact the Deputy Head (Pastoral) and Senior Teacher for further advice. Tutors should follow up this absence the next day. If there is still no response, it passes to the Heads of Key Stage to deal with.

4. Parental requests should be submitted for absence for visits to the doctor, dentist etc. during the day. An appropriate code is added to SIMS. Future appointments will be recorded at the point of request using SIMS. Staff should check that permission has been given. Parents must sign Prep School students in and out at the office if leaving during the school day. Senior School students may sign in and out at reception.
5. Tutors must ensure that accurate details are recorded electronically in SIMS, using the appropriate symbol to indicate attendance or a reason for absence. If a tutor fails to fill in a register, they will receive an email reminder from an office administrator after half an hour. Heads of Key Stage are responsible for making sure that absence is followed up by tutors and the appropriate code is inserted.
6. If students (Years 7-11) arrive late, three lates per term = one debit, issued at the tutor's discretion. Acceptable reasons for lateness that should not be debited might be specific traffic events such as an accident or breakdown. All students should be in their tutor bases by 0830. Students are marked late if not there by 0840. Tutors should alert the Heads of Key Stage if any student is persistently late for registration, so that the standard letter can be sent home.
7. Sixth Form students should register with their tutor or co-tutor at 0830 in their assigned base for that morning. They should also sign out at the Sixth Form desk if leaving the school site.

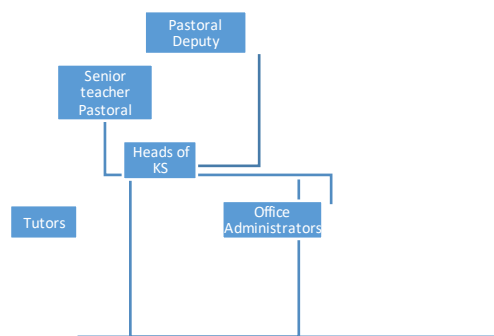
Boarder absence from school:

1. When travelling between school and home, boarders should aim to make travel plans that avoid missing any school time. Requests for absence to travel home early or arrive back late should be addressed to the Head in the same way as for any other absence.
2. If a boarder is unexpectedly unable to return at the end of an exeat, half-term etc., the parent should telephone in advance to explain why. If a boarder has not returned by the anticipated time – and by 2100 at the latest - on the day of return, the Senior Housemistress must telephone to find out what has happened and inform the Deputy Head (Pastoral).
3. If a boarder is not at registration and no reason for absence has been given by the boarding staff, the tutor should contact the Senior Housemistress or her assistant. If necessary, the boarding staff will then implement the Missing Students' procedure (see Boarding Housemistress Handbook).
4. The Medical Centre staff arrange boarders' appointments with doctors, dentists etc. Some of these are confidential, but the Medical Centre lets staff know about absences.

Absence from lessons:

1. Staff should take a class register at the beginning of each lesson using SIMS and check frequent absences against tutor registers (Years 7-11). They should mention any concern to the tutor so that it can be followed up. There are three channels in the Senior Staff Team that will indicate possible absence from lessons
 - a) [Students on visits or other events](#)
 - b) [Medical Centre](#)
 - c) [Boarding Information](#)
 These should be checked if there is an unexplained absence
2. If an unauthorised absence is suspected, e.g. no emails or posts on Teams to indicate that they are elsewhere in the school or on a visit, and none of the other students in the class can provide a reason that can be verified then the Head of Key Stage should be informed immediately. The Head of Key Stage will take steps to find the student in school, checking the signing out systems and, informing the Deputy Head (Pastoral) and Senior Teacher if necessary. If the student cannot be found in school, then parents should be informed and ultimately the Police. If a boarder is absent from a lesson, the Senior Housemistress ought also to be informed.
3. Peripatetic music lessons take place during curriculum lessons. These should change each week so that the same lessons are not impacted. If staff feel the frequency of absence is too great they should contact the director of music.

4. All Sixth Form registration is done electronically through lessons. Teachers should mention any concern using the comment box so that it can be followed up. If an unauthorised absence is suspected, the Head of Sixth Form should be informed immediately. Attendance for Sixth Form students is recorded on a lesson-by-lesson basis. It is mandatory to use SIMS for the record of these marks. If there is persistent lateness or absence in lessons, the Head of Sixth Form will inform the tutors to follow this up in their tutorial meetings. If absence becomes a serious issue the student will be asked to see the Head of Sixth Form, and parents may be asked to come in.
5. Staff should allow students to leave lessons as promptly as possible to enable them to arrive on time for their next lesson.
6. All staff should be vigilant during non-teaching time and should challenge students who are not in lessons.
7. If students are found to be truanting from lessons, parents will be contacted and sanctions imposed. Possible sanctions are: reduction of free time, e.g. at lunch, and detentions.
8. Management Structure for Senior School Attendance:



Review: August 2023	Next Review: July 2024
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