



Braeside School

Attendance Policy

Attendance

It is the duty of the parents to ensure that their child attends school every day that the School is in session and that she arrives punctually. Registers are kept that record attendance, absences and lateness.

When it is known that a child will be absent for any length of time the School should be informed by telephone by 9am that day or in writing as soon as possible and the reason for the intended absence given. Where such absence is for reasons other than ill health, the permission of the Headmistress should be sought in writing. When a child returns to School after a period of ill health, a note should be sent with the child to the class teacher explaining the absence and certifying that the child is now fit enough to resume school.

Should a child have to leave school during the school day for an outside appointment, for example, to see a doctor, dentist or other medical specialist, notice should be given to the class teacher in writing so that, if appropriate, the child can be ready to meet the parent in the School Office at the appropriate time. Pupils may not be taken out of school during the school day for any other purposes without the prior agreement of the Headmistress or the Deputy Head. All pupils who leave the premises during the school day have to be signed out by the adult who is taking responsibility for them. A signing out book is located in the Office. Junior pupils are not permitted to leave the School unaccompanied to meet a parent elsewhere during normal school hours.

Registration

All schools (other than independent schools for boarders only) are required to keep an attendance register. Braeside School uses an electronic system of registration (Engage), whereby at the beginning of each morning and afternoon session every pupil should be marked present or absent. In the case of pupils of compulsory school age, any absence must be marked as authorised or unauthorised.

It may not always be possible immediately to identify an absence as authorised or unauthorised; in such cases a provisional mark should be recorded until clarification has been obtained.

The Engage registration must show whether the pupil is:

- (i) present;
- (ii) absent;
- (iii) attending an approved educational activity outside school;
- (iv) unable to attend through exceptional circumstances, e.g. unavoidable closure of school site or part of it;
- (v) taking authorised absence (granted leave of absence by the proprietor or a person acting on the proprietor's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
- (vi) taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

A computerised register counts as being in ink if it can be printed out. The Engage system is backed up daily and stored off-site. Hard copies of the attendance registers are printed regularly. The attendance register must be retained for three years.

There is no longer a requirement for independent schools to return absence data to the DfE. Independent schools continue to have a legal duty to report certain attendance issues to their local authority: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the LA in which the pupil lives.