King William's College

KING WILLIAM'S COLLEGE

King William's College & The Buchan School

KWC Attendance and Registration Policy

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.

At King William's College:

All students are registered twice during the course of each school day in tutor groups. Morning registration takes place at 8.20am, afternoon registration at 2.10pm. 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, the Deputy Head Pastoral 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
C	Other Authorised Reason	Authorised Absence
E	Excluded/Formally Suspended	Authorised Absence
F	Former Pupil	
G	Family Holiday (not agreed)	
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	
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

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   Reception will contact parents if there is still no reason for absence.

1.7   If there is no response from parents, the school will implement the missing student policy.

2. Late Arrivals

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.

3. Leaving School Early

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

4. Afternoon Registration

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.

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.

At the Buchan School:

5.4   It is the responsibility of the parent to inform the school if their child is not taking part in an after school activity

5.5   It is the responsibility of the teacher of the after school activity to register the pupils in the dining room. Any pupils who are not present should be marked 'absent'.

5.6   If the teacher of the after school activity has note received a message and the child cannot be located the teacher of the after school activity should seek help from the member of staff who is on dismissal duty, to locate the child.

5.7   If the child still cannot be located a message will be sent to reception to telephone the parent to ensure that their child has been collected from school and to establish why the are not attending the activity .

6. Absence due to sickness

6.1   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.

6.2   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.

7. Absence for Holiday during term time

7.1   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."

7.2   Leave of absence for holiday purposes is not an entitlement and is entirely at the discretion of the Principal.

7.3   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.

8. Absence for Other Reasons

8.1   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.

9. Absence Reports

9.1   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.

10. Linked Policies
10.1   Missing Student Policy