



MISSING STUDENTS AND ATTENDANCE

This policy relates to the Senior School. A separate policy exists for the Junior School.

Registration

Parents are asked to phone school or email attendance@boothamschool.com on the morning of any unplanned absence. They can also leave a message out of hours if they prefer by calling the school number: 01904 623261 and selecting Option 1 but an email direct to the person dealing with attendance has been advised as the most efficient option. If students are going to just miss an Activity at the end of the day, parents have been asked to send an email direct to activities@boothamschool.com (and do not need to do this if they have already informed school about an illness for that day.)

Attendance is recorded electronically on the school's MIS (iSAMS) at the start of each morning in Tutor registration. Similarly, attendance in each subsequent lesson is also recorded.

A student will be marked as absent in the electronic register if he/she is not present at morning registration with an additional note if appropriate. If the reason is known this will be recorded in the register using the appropriate symbol.

The Attendance Officer keeps the 'Late Signing In' list.

If a student is absent and no reason is known then checks will be made:

- The Lodge (Health Centre) will be checked
- Music/ Student support/Library/ Additional Maths and English will be checked
- The Tutor/House staff will be found and asked
- Fellow students may know about absence, especially in the afternoon, and may be able to supply additional contact numbers for the missing student
- Parents/Guardians will be contacted at home or work
- *If enquiries are unsuccessful the Deputy Head will be informed immediately and will decide (in consultation with Tutor and Head of Year) whether to contact the Police. This decision should be taken within an hour of the Deputy Head being informed*
- *The Attendance Officer will provide tutors with a summary of lates for their group on a Thursday morning for analysis and discussion in long registration*

Lessons

Absence from a lesson will be recorded in the electronic register at the start of each lesson by the teacher.

If a student is in school but has gone to the Lodge (Health Centre) or another lesson (for example, music or extra Maths/English) then this should be noted on the register with the appropriate code (e.g. music? Lodge?). Extra lessons are usually no more than 30 minutes long and afterwards students are expected to join their timetabled lesson as quickly as possible and they should be registered present at this point. If the student does not arrive during the second part of the lesson then the student must be flagged as absent and the teacher must alert Reception for the Attendance Officer to then follow up.

Students who have been removed from lessons will have an arrangement for their registration each lesson. For the most part this will involve registration in the library using a class list updated by the Academic Deputy.

If the missing student should be present, then the teacher should inform the Attendance Officer immediately (by sending a student with a message to the Receptionist who will then contact the Attendance Officer or Head's PA in her absence, or using a school telephone if there is one available in the room).

The Attendance Officer will complete similar checks as listed above. In addition:

- The signing out book should be checked
- If appropriate, a search of school premises will be conducted. Locker rooms, the Library and other areas generally accessible to students should be checked
- Contact via mobile phone may be attempted, if appropriate
- *If enquiries are unsuccessful the Deputy Head will be informed immediately and will decide (in consultation with Tutor and Head of Year) whether to contact the Police. This decision should be taken within an hour of the Deputy Head being informed.*

In addition to checking the morning registration period registers, the Attendance Officer will also check all registers during period 4 and follow up any absences (including checks that students are in extra lessons or the Lodge (Health Centre)).

Registers are periodically reviewed for exceptions that are followed up retrospectively.

Activities

Registers are updated in advance of Activity time having been checked against the main attendance register. A second check for those absent is carried out at 17:10 which will also register those with oral and music lessons. If a student is unaccounted for, a reminder is emailed to the student and their Tutor. Students missing an activity without a valid reason are gated for a day.

Boarding

Boarding staff will use the above checks as appropriate. A separate procedure to be followed by boarding staff in the event of a boarder going missing in the evening or at the weekend is included in the [Boarding Staff Handbook](#), and all Residential Staff are

made aware of this. In the event that the Senior Resident considers it necessary to contact the police, the Deputy Head or Head must be consulted.

Attendance monitoring

The week before each half termly Year Group meeting the Attendance Officer will provide Heads of Year (HoY) with summary data for each tutor group. This data will include absence rates that are broken down further into authorised and unauthorised percentages.

Tutors will make an initial judgment as to the level of the concern. If a student becomes a cause for concern due to attendance falling below 90% in a given school year then their attendance will be monitored, initially through the tutor and the HoY and recorded on CPOMs. Parents will be informed of this monitoring and the reasons for it. Further action may be necessary and HoY in communication with the Deputy Head and Academic Deputy Head will be responsible for initiating this, either following Year Group meetings or as a result of other trigger points.

Students may also be flagged as concerns through subject teachers or the Attendance Officer noticing a pattern of absence in lessons. These concerns should be communicated to tutors, HoY, Deputy Head and the Academic Deputy Head. The Deputy Head or Academic Deputy Head will initiate action as appropriate, including contacting home if necessary.

Children missing from education

The School will inform the local authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of ten school days or more.

Tutors to make contact home after three days of absence to check all is well. After six days of absence, parents are asked to provide an explanation in writing and after ten days of absence are asked to provide a written explanation from the relevant medical professional. This contact will be approved by the Deputy Head and made by the Attendance Officer. Tutors and HoY will be informed of contact made.

Date of last review:	January 2019
Person responsible:	Deputy Head
Approval group	Leadership Meeting
Date of next review:	October 2021