



ATTENDANCE RECORDS POLICY

INTRODUCTION

At Cranleigh Prep School, the School sees education as a partnership between the family and the School. The School is committed to providing the highest quality of education for all pupils, and the School looks for parental support in achieving this objective. All pupils are required to be in school before 8.00 am. The school day ends at either 4.35, 5.15 or 5:45pm. Some pupils remain later to take part in extra-curricular activities under the supervision of a member of staff, all of these extra-curricular activities are finished by 6:00 p.m. Unless they are involved in an activity, day pupils are normally expected to leave by 5:45 pm.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, on a school trip, visit or a sporting fixture, the dates of which will have been notified to parents in advance.

Requests for absence must be made in writing to the Deputy Head (Pastoral), Emma Lewis, and reach the School at least 7 days in advance (except in an emergency, when parents are asked to telephone the School before 8.00 am. Requests for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments or for illness) are also sent to the Deputy Head (Pastoral) at least one week in advance.

If a child is ill, parents are requested to e-mail absence@cranprep.org by 8.00am on the first day of absence. The School will always telephone home on the first day of an unexplained absence in order to make sure that a child has not suffered an accident.

Parents are sent the term dates over a year in advance in order that they can arrange their holidays without disrupting their child's education.

It is the Governors' policy usually not to allow holiday to be taken during term.

It is important for the well-being of all pupils that an accurate record is kept of their whereabouts. For this reason there are two formal registrations, which take place at the times indicated below.

1. MORNING REGISTRATION

Boarders and Day Pupils: At 8.00am a register is taken by the Form Tutor to account for all members of the form. Information about absentees is recorded with their whereabouts (interview, home ill, etc.) on a School Absentee List. Any unexplained absences are investigated. The School Receptionist, (Julie Cooke/ Vicky Varley) collates and publishes a list of any absentees. This list must also be put with the Fire Procedure documents.

2. AFTERNOON REGISTRATION

Afternoon registration is taken during period 4 by the designated member of staff. The information is collated by the School Receptionist who will check for any unexplained absences and then follow the same procedure as above.

If the Deputy Head (Pastoral) is absent the PA for the Deputy Heads deputises for her in registration matters.

If the computer systems are down, those taking registration should use a form list to note who is in attendance/absent and hand the list to the School Receptionist. She will enter the information at the earliest opportunity.

3. BOARDERS' REGISTRATION

The boarding house is the centre of a boarder's life at Cranleigh Prep School. All pupils are cared for by a Housemaster/mistress and a team of Matrons. This team of staff are also supported by members of common room and gaps. Together, they are responsible for boarders during term, including ensuring that they are safely occupied outside normal school hours.

Parents are required to contact the School if their son/daughter is taken ill whilst at home (e.g. during an exeat) and will not be returning to school until better.

If a boarder is going to be out of School for any reason, the boarding staff must know about it with written confirmation of time of departure and return. Pupils must sign out when leaving School.

If a boarder wishes to return to School on a Sunday evening, parents must inform the Housemaster/mistress on or before sign out on a Friday afternoon (Exeat) or Saturday lunchtime (non-Exeat). Return time on a Sunday evening is 8 o'clock.

Boarders return to the boarding house at the end of the school day between 5.45pm and 6.00pm. A register is then taken in supper at 6.00pm. They are registered again at 8.30 pm in Houses to ensure that everyone is accounted for before bedtime. A final check is done at lights out. On Wednesdays (match days) and additional register is taken at 5.00pm.

4. MISSING PERSONS

If someone is known/thought to be missing, then the 'Missing Persons' Procedure should be followed. Please see the Missing Person Policy.

5. NTC/NTS LETTERS

Parents can inform the school of NTC/ NTS through email, phone call, written request or in person as soon as possible after registration so that the School Secretary and Matron can compile and circulate a list of those pupils not doing sport/swimming.

**This policy is reviewed annually
Last reviewed June 2024
EFL Deputy Head (Pastoral)**

REGISTRATION CODES

Attending the school

Code / \: Present at the school / = morning session \ = afternoon session

L Late (before registers closed) marked as present

Attending a place other than the school

K Attending education provision arranged by the local authority
V Approved education activity as pupil is away on an educational visit or trip
P Approved education activity as pupil is attending an approved sporting activity
W Approved education activity as pupil is attending work experience
B Approved education activity as pupil being educated off site
D Dual registered – at another Educational Establishment

Absent - leave of absence

C1 Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M Authorised absence due to medical/ dental appointments
J1 Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S Authorised absence due to study leave
X Non-compulsory school age pupil not required to attend school
C2 Leave of absence for a compulsory school age pupil subject to a part-time timetable
C Authorised absence as pupil is absent due to other authorised circumstances

Absent - other authorised reasons

T Parent travelling for occupational purposes
H Authorised absence due to agreed family holiday
R Authorised absence due to religious observance
I Authorised absence due to illness (NOT medical or dental etc. Appointments)
E Authorised absence as pupil is Suspended or permanently excluded and no alternative provision made

Absent - unable to attend school because of unavoidable cause

Q Unable to attend the school because of a lack of access arrangements
Y1 Unable to attend due to transport normally provided not being available
Y2 Unable to attend due to widespread disruption to travel
Y3 Unable to attend due to part of the school premises being closed
Y4 Unable to attend due to the whole school site being unexpectedly closed
Y5 Unable to attend as pupil is in criminal justice detention
Y6 Unable to attend in accordance with public health guidance or law
Y7 Unable to attend because of any other unavoidable cause

Absent - unauthorised absence

G Holiday not granted by the school
N Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description

U Unauthorised absence as pupil arrived after registers closed

Administrative codes

School closed to pupils - not counted in possible attendances

Z Pupil not on admission register