



St Swithun's WINCHESTER

ST SWITHUN'S SCHOOL

Attendance Policy

(Incorporating the teachers' guide to registration)

Policy History	
Reviewed and updated	September 2025
Date of next review	September 2026

Reviewed by:

Deputy Head Pastoral

Graham Yates

Date: September 2025

Headteacher

Jane Gandlee

Date: September 2025

Education Committee

Date: September 2025

Contents

Introduction	3
School staff to support attendance	3
Management of the register	4
Unauthorised absence	4
Morning and afternoon registration.....	4
Lateness to school.....	5
Leaving the school site.....	6
Absence from school.....	6
Requesting leave of absence	7

Students with mental or physical ill health or special educational needs and/or disabilities.....	7
UKVI sponsored students.....	7
Reporting Duties	7
Monitoring	8
Other provisions.....	9
Returning to school.....	9
Appendix 1 Guidance for form tutors and teachers	10
Visiting students.....	10
Health centre	10
Music lessons before and during registration	10
Communication and performance (C and P) lessons before and during registration	10
Students preparing for assembly during registration	10
Visits and trips.....	10
Senior students in the prep school	10
In the event of a fire alarm	11
Lesson registration.....	11
Examinations.....	11
Appendix 2 Attendance and absence codes	12
How to Take a register	13

Introduction

At St Swithun's we see attendance at school is vital to the pastoral and academic development of students and we seek to ensure that all our students receive an education which enables them to maximise opportunities to reach their full potential. Research shows that there is evidence of a strong link between good attendance and increased attainment.

Absence, whatever its cause, is detrimental to any student's academic, social, and emotional development. Children with poor attendance tend to achieve less in secondary school, with a cumulative effect. Regular or persistent absence can also indicate a student welfare issue.

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 attend or they have advance permission from the school.

The school expects high attendance from all students and will work in partnership with students, parents and other agencies to strive towards every student achieving this.

It is a legal requirement that a register of student's present is taken at a stated time in each session of the school day and recorded by a teacher in the form register at that time. It may be required as proof of attendance and its accuracy is the responsibility of the form tutor who should not delegate this task to a student.

Where there are challenges to attendance, the school will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

This policy has regard to the following guidance and advice:

- Keeping Children Safe in Education (DfE September 2024) (KCSIE)
- Working Together to Improve School Attendance (DfE, August 2024)
- Children Missing Education (DfE, September 2016)

It should also be read in conjunction with the School's Safeguarding & Child Protection Policy, the Missing Pupil Policy and the Behaviour, Rewards and Sanctions Policy.

School staff to support attendance

The School's Senior Attendance Champion (SAC) is the pastoral deputy head, Graham Yates. His contact details are: yatesg@stswithuns.com or via telephone: 01962 835700.

The School's Attendance Officer is the school office manager, Barb Tyler-Smith. Her contact details are: tylersmithb@stswithuns.com or via telephone: 01962 835700.

The SAC has overall responsibility for championing and improving attendance in school. However, all staff have a responsibility for monitoring and promoting good attendance and punctuality amongst the pupil body. The SAC ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with students and parents about it; the

SAC also provides appropriate training and professional development for staff consistent with their roles and responsibilities.

Teachers should deal with lateness to registration and lessons consistently and promptly and, where appropriate, consider appropriate sanctions for students who arrive late in line with the school's Behaviour, Rewards and Sanctions Policy.

Management of the register

All students are registered twice a day by their form tutor: in the morning at 08.15 and in the afternoon at 14.10. Students must arrive punctually to ensure that they are on time for registration. Students arriving after these times **will** be marked as late.

We have an expectation that all students will be striving for a culture of 100% attendance and 100% punctuality. Students who do not attend these registration points will miss out on important information.

It is the responsibility of the form tutor/deputy form tutor to keep the register up to date and accurate, assisted by the Attendance Officer.

Unauthorised absence

An "unauthorised absence" code will be used when prior permission for absence has not been given and where the school is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the school or is in excess of the period determined by the head;
- the reason for absence has not been provided;
- a student is absent from school without authorisation;
- a student has arrived in school after registration has closed and without reasonable explanation.

All absences marked 'N' should be followed up by the form tutor as soon as possible and codes should be amended as necessary by the Attendance Officer.

Morning and afternoon registration

- Students should be seated when the register is taken.
- Form tutors must emphasise the importance of attending registration on time to students in their tutor group.
- Any student not able to register at the correct time with the form tutor **must register with the school office before they do anything else in school.**
- Morning registration should be taken in the form room at 08.15 and afternoon registration at 14.10; after these times students should sign in at the school office where they will be entered as late in the register.

- Form tutors should record any student as absent (N) in their register if they are not present for the form's registration, unless they have been informed of illness or prior appointment/activity, when they should use the appropriate code.
 - A student must be physically present in the room to be marked as such: they cannot be registered as present on the basis of an email or message that they themselves have sent saying that they are going to be late, or from another member of the form or teaching group.
- Students should sign in and out at the school office if they arrive late or leave early.
- The school office will follow-up students who are absent from morning and afternoon registration by checking whether they are in lesson 1 or 9. If present a mark of late will be given. If not, the school office will begin to follow the Missing Student Policy. A summary of each morning and absence will be reported to the SAC as soon as possible after 08.45am in the morning and 14.30 in the afternoon.
 - NB Whilst the student may simply be off sick at home with appropriate care, this may not be the situation. The student may be at risk of harm and may be in distress. The student may have been involved in an incident whilst on their way to school. The student may be truanting (possibly because of anxiety about something happening at school).
- iSAMS will create a list of the absentees soon after lesson 1 and lesson 9 has started and this will be available to all staff, including the SAC via the dashboard.
- Boarding house staff should inform the school office of any students in their house who are unwell by phone or email.
- To avoid any problems caused by a delay in logging on, form tutors are advised that where possible, they should log on in advance of registration and check their emails for correspondence from parents.
- If a student is absent from school for more than two days, the form tutor should contact home to ask about the student's health and wellbeing (even though contact will normally have been made with and the relevant information passed on to the relevant office).

Lateness to school

As stated above, if a student arrives after 08.15 or 14.10 they should sign in at the school office before going to assembly, form time or joining a lesson. Lateness data is monitored by the form tutor and head of year. Where students are late to school more than once a week, or if there is a regular pattern to the lateness, this will be flagged to the head of year who will monitor and deal with the situation and, if necessary, escalate to the deputy head pastoral.

If a student arrives after 08.45 at morning registration and 14.40 at afternoon registration then the register is closed and they will be recorded as absent using code U or another absence code that is more appropriate.

Where necessary, a dialogue will be had with parents/carers to explore possible barriers to attendance and to identify how it can be improved. If lateness does not improve in the short term, the form tutor will agree with the head of year an appropriate course of action. This could include:

- Sanction for disregard of school rules.
- Removal of privileges – e.g. free time, access to Winchester (sixth form only)

With no improvement in the situation, the matter will be referred to the SAC who will discuss the matter further with the parents/carers.

Leaving the school site

If a student needs to leave school early, their parents or housemistress/master should contact their form tutor beforehand (copying in the school office), giving the reason for their early departure. The student must sign out at the school office. At the end of each day, the Attendance Officer will email the list of students who signed out to heads of year, who should ascertain and/or corroborate the reason given.

If a student is ill during the school day, they must report to the Health Centre in the first instance and, following an assessment, they may be discharged to home. A nurse will contact parents/guardians to arrange this. Under no circumstances should a student self-certify their own illness and leave school.

Sixth Form

L6 students may leave the school site between 12.35 and 14.10 on a Friday only. They should sign out and in at the school office.

U6 students may leave the school site on any day site between 13.05 and 14.10. On a Friday they may leave from 12.35. They should sign out and in at the school office.

Absence from school

It is the parents/carers responsibility to contact the school concerning the reason for a student's absence on the first day of absence and to provide further information as may be required.

The preferred method to report a student absence is via the parent portal but parents/carers may also email absence@stswithuns.com or phone the school office on 01962 835700.

Contact should be made by 08.15 on the day of absence. If parents/carers do not contact the school, the school office will contact parents/carers to confirm an authorised absence; this may be by phone or email. Where a student is absent form registration and there has been no explanation of absence the procedure outlined in the Missing Pupil Policy will be followed.

Where the reason for a student's absence on the previous day remains unknown, this becomes a pastoral matter and the form tutor or head of year will contact home. Once the reason for a student's absence, they should inform the Attendance Officer so that the relevant code can be added to the register.

Other than as part of a school organised group, L4 – U5 students may not leave the school premises during the school day without authorisation. If authorised, they must sign out at the school office, stating the time of and reason for departure. Separate rules apply for the sixth form, as outlined above.

If parents/carers have any concerns about their child's attendance, they should contact the form tutor in the first instance but are also welcome to contact the attendance officer.

Requesting leave of absence

Parents requesting leave of absence should email absence@stswithuns.com at the earliest opportunity. This will be forwarded to the headmistress for approval. The executive assistant will email the form tutor and school office with permission, if given. The school office will pre-code the register for the appropriate date.

Only exceptional circumstances warrant a leave of absence. Each request will be considered individually, considering the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted the headmistress will determine the length of time the student can be away from school.

As leave of absence should only be granted in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Students with mental or physical ill health or special educational needs and/or disabilities

Whilst good attendance is an expectation for all students at the school, we recognise that this may be more of a challenge for some students, including those with special educational needs or disabilities, or those suffering from long term medical conditions or mental health issues. The school will allow for these circumstances when working with such students and their parents and will develop individualised support approaches that meet their specific needs where appropriate.

For students who have long term physical or mental ill health we will facilitate any relevant pastoral support with the aim of improving attendance as much as possible, whilst supporting the underlying health issue. We may consider reasonable adjustments or time-limited phased returns. Where a student has been registered as absent for 15 days or more, consecutive or cumulative, a sickness return will be made to the local authority.

For students with special educational needs and/or disabilities we will work in partnership with parents/carers to develop specific support approaches.

UKVI sponsored students

It is expected that sponsored student's attendance will not drop below 80% or miss 10 consecutive days of unauthorised absence. If any of the above occurs the school will assess the reasons behind this and if necessary, the school will report this on the SMS as per the sponsor guidance.

For clarification, one contact point is am and pm registration.

Reporting Duties

As is required by law, the school will inform the relevant 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 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

The local safeguarding partners will also be informed if absence amounts to a safeguarding concern.

The school shall also inform the relevant local authority of any student who is going to be added to or deleted from the school's admission register at non-standard transition points in accordance with the requirements of the Education (Student Registration) (England) Regulations 2006 (as amended).

If a student holding a Student or Child Student visa sponsored by the school under the Points Based System goes missing, the school will report to UKVI if the pupil misses ten consecutive expected contact points.

Monitoring

The school monitors, records and shares data about student attendance, reasons for absence and patterns to identify students at risk of non-attendance and/or those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

Summary of responsibilities for monitoring attendance

Form tutors/ deputy form tutors will:

- Monitor and follow-up their tutees' attendance. Regular absence and late reports will be produced by the school office for review by form tutors. Attendance summaries will be produced by the attendance officer to assist with this process.
- Review each absence with the code N and, if the reason is still not established, replace this with an O (an N must not be allowed to remain in the register indefinitely).
- Raise concerns about a tutee's attendance/lateness with the student concerned, liaising with the relevant Head of Year as required.
- Deal with persistent lateness or missed registrations proactively, liaising with parents/carers and/or issuing sanctions as appropriate.
- Monitor records of lateness as provided by the school office at the end of each week, liaising with the relevant head of year as required.

Head of year will:

- Discuss attendance issues as necessary in their fortnightly meeting with the deputy head pastoral

The school office will:

- Undertake the day-to-day management and administration of attendance registers (AM and PM) and lesson registers, advising tutors, heads of year and housemistresses on matters regarding attendance and lateness.
- Share summaries of student's marked 'N' in the morning registration period at 9:30am each day and begin proceedings to establish the whereabouts of pupils marked 'N' at other points during the school day, including the afternoon registration period.
- Share summaries of pupil lateness at the start of each week with heads of year.

The Attendance Officer will

- Oversee the swift and accurate completion of attendance processes, including accurate maintenance of the attendance register.
- Follow-up with colleagues as necessary where registers are routinely not completed before the close of the registration period and to refer on to the SAC where necessary.

The Deputy Head (Pastoral) as the School's Attendance Champion will

- Monitor student attendance identifying any trends which may be a cause for concern.
- Investigate and follow up any apparent patterns of absence or persistent or unauthorised absence and lateness, liaising with the appropriate head of year and/or parents/carers as necessary.
- As DSL, make referrals to external agencies where safeguarding concerns around a student's attendance exist.

Other provisions

The SAC is responsible for the strategic approach to attendance in school. You can contact him via yatesg@stswithuns.com or telephone 01962 835700.

This policy will be applied fairly, consistently and in a non-discriminatory fashion in accordance with the school's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child. The school will always consider the individual needs of students and their families who may have specific barriers to attendance.

See the Missing Pupil Policy for further provisions in relation to missing and/or lost children.

Returning to school

Sometimes a student who has been off school for some time finds it difficult to return. In such circumstances it is of paramount importance that parents contact the head of year to discuss procedures for supported reintegration.

Appendix 1 Guidance for form tutors and teachers

Visiting students

- **International guest students** – recorded by the form tutor at morning and afternoon registration with others in the form
- **Students in school for testing** – provided with a visitor’s badge and accounted for by the admissions office
- **Students in school for familiarisation visits** – remain with the form and should be accounted for by the form tutor

Health centre

If a student is in the health centre, the nursing staff will mark them as ill and in the health centre by using the code ‘+’. It will be noted in the comments section that they are in the health centre or in boarding house (if a boarder).

Music lessons before and during registration

The student will be registered in the music school. The music administrator will update the electronic registers with this information using the code ‘%’.

Communication and performance (C and P) lessons before and during registration

The student should sign in with the school office before going to their C and P lesson and will be coded using the code ‘&’. Lists of students in C and P lessons are circulated weekly by email.

Students preparing for assembly during registration

The student should report to the school office and sign in before going to Harvey Hall.

Visits and trips

Students should be registered in the morning and afternoon sessions on the day of visit or if known the information can be pre-coded in the register and amended on the day of the trip. If the trip leaves before registration, a list of students registered on the trip should be returned to the school office prior to departure.

Senior students in the prep school

The student should sign out in the school office before leaving the senior school and sign back in again on their return. On arrival at the prep school they should sign in and, in the event of a fire alarm there, be treated as a visitor.

In the event of a fire alarm

- The school office will bring a list of absentees and the InVentry signing in and out report
- Heads of year will consult form tutors and inform the attendance officer who will check against the list of absentees

Lesson registration

Teachers should register their classes in iSAMS at the **start** of each lesson.

- If a student is in the health centre during a lesson, she will be marked + by the health centre staff.
- If a student is in a music lesson during the timetabled school day, she should give advanced notice of her absence and the music teacher should code the lesson register appropriately using %.
- If a student is in a communication and performance lesson during the timetabled school day, she should give advanced notice of her absence and the C&P teacher should code the lesson register appropriately using &. Lists of students in C and P lessons are circulated weekly by email.

Examinations

- The examinations office will provide the school office with registers for all public examinations so that the e-registers can be coded with the information. The e-register will be coded as being in school (/) once the registers have been received and confirmation has been given that all candidates are in the exam.
- In the morning, during the public examination period, all students should register with their form tutor.
- In the afternoon, during the public examination period, those **U5 not taking an examination**, will be registered by the boarding house staff (boarders only) or by their form tutor (day students only) at the **normal** registration time.
- **U5 students taking a public examination** will be registered in E5 at 13.05 by form tutors and/or head of year. These will take the form of paper copies of the register which will be transferred to iSAMS by the form tutors taking the register.
- The e-register for U6 students will not be maintained during study leave and will be pre-coded 'S'. All students with an examination, should register in Finlay common room at 08.15 for a morning examination and 13.00 for an afternoon examination.

Appendix 2 Attendance and absence codes

Present at school

/ or \	Present during registration
B	Any other approved educational activities that do not fit K,V,P or W codes
K	Attending provision arranged by the local authority
L	Arrived after the register has started but before it has closed
p	Sporting activity with prior agreement form school
V	Educational visit or trip
W	Work experience
%	Music lesson
&	Communication and Performance lesson
+	Health centre
=	Library

Authorised absence

C	Leave of absence for exceptional circumstances
C1	In a regulated performance/undertaking regulated employment abroad
C2	Absent due to a part-time timetable
D	Dual Registered - at another educational establishment
E	Suspended or permanently excluded
H	Authorised Holiday
I	Illness (not medical or dental appointments) note comments
J1	Job/school/college interview
M	Medical or dental appointments
Q	Unable to attend due to lack of access arrangements
R	Religious observance (only 1 day allowed, any more coded as C if agreed)
S	Study leave
T	Parent travelling for occupational purposes
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread transport disruption
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to whole school closure
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 due to other avoidable cause (must affect pupil NOT parent)

Unauthorised absence

G	Holiday not granted by school
N	Reason for absence not yet established (must be corrected in 5 days)
O	Absent in other or unknown circumstances
U	Late after registration closed

Administrative Codes

Z	Prospective student not yet on register
#	Planned whole or partial school closure (e.g. holidays, INSETS and polling station days)

How to Take a register

Use the School Register wizard to take a register for a selected group of students in a selected registration period.

See also in iSAMS:

- [Take a Registration.](#)
- [Take a School Register.](#)
- [Take a Multiple Period Registration.](#)

Expand the Registration category on the right-hand side of the screen and click on **Take a Register**.

The School Registration window opens.

If you open the School Registration window during a Registration Period, the appropriate register will be displayed. If not, you can select the register you wish to take.

Select the **Registration Date, Time** and **Form/Set**

The screenshot shows a 'School Registration' window with three rows of selection options. Each row consists of a label, a dropdown menu, a 'Go' button, and a descriptive note. The first row is for 'Select Registration Date' with the value 'Thursday, 21 December '17' and a note that the date will be pre-selected to the nearest available date within the next 30 days. The second row is for 'Select Registration Time' with the value '08:25' and a note that the time will be pre-selected to the nearest available time. The third row is for 'Select Form' with the value 'VIGA'.

- Use the drop-down lists to select the **Registration Date**. The current date will be selected by default, depending on permissions you may be able to go back to previous dates.
 - Use the drop-down list to select the **Registration Time**. The current period will be selected by default, depending on permissions you may go back to previous registrations.
 - The third option is to choose the **Registration Group**. In this instance it is a form-based registration, if it was a lesson registration it would show 'Select Sets'. By default, it will pre-select the group you are required to take a register for. If you are covering a lesson simply choose the correct group from the list.
- When the selections above are complete click **Go**. A list of students for the selected form is displayed.

In this example below, the Form 'VIGA' will be registered.

- Mark students as present or away/absent:

