



# LOCHINVER HOUSE

## Admissions and Attendance Policy

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At Lochinver House School, we see education as a partnership between the family and the School. We are committed to providing the highest quality of education for your son and we look to you to support this objective. We work to actively maximise attendance, both in relation to individual pupils and for the School as a whole. We support parents in ensuring the regular and punctual attendance of pupils and respond promptly to any issue which may lead to non-attendance.

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood but that is insufficiently stated - pupils need to attend School regularly to benefit from their education. Pupils missing lessons may lead to them falling behind. Pupils with poor attendance records tend to achieve less.

### The School day

All pupils are required to be in School by 8.25am for the start of day with registration at 8.30am. The School day ends at 3.15pm in the Pre Prep, with the Senior School ending at 3.35pm or at 4.45pm.

Pupils are not permitted to leave the site during the School day unless accompanied by a member of staff or another responsible adult. Pupils must sign in and out at the School Office; where the School Secretary can make a note that the pupil is on or off site.

### Exceptional leave of absence

All requests for leave of absence, including those for exceptional absences for religious festivals or medical appointments, must be made in writing to the Headmaster and received and acknowledged by the School at least 10 days prior to the event.

Persistent absence is defined as any pupil who has an absence rate of 10% or more for any reason; authorised or unauthorised. These absences will be investigated and reported.

The Government expects the following from schools

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has high levels of attendance so he can access the education he is entitled to
- Act early to address patterns of absence
- Encourage parents to perform their legal duties by ensuring their child attends school regularly
- Ensure all pupils are punctual to lessons

### Term Dates

Term dates are published a year in advance so you are able to arrange your holidays without disrupting your son's education. Permission for leave of absence is granted at the Headmaster's discretion. The Governors would not expect that leave of absence be requested during term time.



## **Admissions Register**

At Lochinver House School the Admissions Register is stored electronically and held by the Registrar. For each pupil, the Admission Register must contain the following information:

- Name in full
- Sex
- Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – NB We reserve the right to share information with the adult with parental responsibility
- At least one telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any
- The name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the School to ascertain this information

The name of a pupil will be included in the register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School.

For more details regarding registration please refer to the Registration and Entry Procedure which is available on our website.

## **Attendance Register**

For all pupils of compulsory school age, the Attendance Register must be completed at the start of each morning session and once during each afternoon.

A list of absentees is kept in the School Office. Attendance data is stored on our electronic database and can be viewed through the School Base Parent Portal.

The School will inform the Local Authority (where the child is resident) when a pupil's name is going to be deleted from the Admission Register. This is reported in line with *Children missing education 2016*.

Independent schools continue to have a legal duty to report certain attendance issues to their Local Authority. These include: ten days of unauthorised absence (other than for reasons of sickness or for authorised 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 Local Authority.

The School complies with the requirements of the Education Pupil Registration (England) Regulations 2006. This includes the content of registers, access to registers and their preservation for a period of three years after the date on which the entry was made.

## **Lateness**

The School encourages excellent levels of punctuality. Lateness is recorded, monitored and followed up. The morning register is taken by 8.35am. Pupils arriving between 8.35am and 8.45am will be recorded as 'late' (L). Pupils arriving after 8.45am will be marked as 'unauthorised absence' (O). Parents of pupils who arrive late are asked to inform the School Secretary that their son has arrived. Having registered their attendance, if pupils then leave the School site to attend an appointment they must sign out in the School Office and sign in upon their return.



## **Procedures for Morning and Afternoon Registration**

- All pupils are registered in their tutor groups or classrooms by 8.35am
- If a pupil is ill or unable to attend School, parents are asked to contact the School either by telephone or email before 8.25 am on the first day of absence. The School Secretary will make a note on the Register Report detailing the reason for absence and how the School was informed
- The School Secretary will check the Register for any unauthorised absences between 9.00am and 9.30am. The Secretary will contact the Music Department staff, Registrar, the School Nurse and the staff Member with responsibility for registering the pupil. If the pupil is not in school and no communication has been received, then the School Secretary will contact the parents or guardian
- Pupils in Pre Prep and Year 3 are registered during the afternoon session. Pupils in Pre Prep are registered in their classrooms at 1.20pm, pupils in Year 3 are registered in their classrooms at 1.50pm (Year 3 join the biometric system in the Summer Term)
- Pupils in Years 4 to 8 self-register during lunchtime using the biometric terminals in the dining room.
- Parents are asked to inform the School if their child will be absent for all, or part, of the afternoon session. They should email or telephone their child's tutor, class teacher or the School Secretary. The School Secretary will make a note on the Register Report detailing the reason for absence and how the School was informed.
- The School Secretary will check the Register for any unauthorised absences by 2.15pm. The Secretary will contact relevant staff to establish the whereabouts of any unregistered pupil. If the Secretary is not able to locate the pupil, she will then contact the Headmaster

## **Maintaining records**

The School's Attendance Register is stored electronically. A backed up monthly electronic copy of attendance is securely stored on site. The School Secretary stores a hard copy of all the boys who are in attendance. This is a monthly process and these print outs are kept secure and maintained for three years. There is also a daily print out of any absences, which is filed.

## **Biometric registration and records**

The biometric system is available to pupils in Years 4 to 8 for lunchtime registration only (Year 3 join this system in the Summer Term). The School will use a pupil's thumb print as part of an automatic electronically-operated recognition system. This is referred to as 'biometric information'. The system will take measurements of the pupils' thumb print and convert these measurements into a template stored on the system. The image taken will not be stored. It is the template which will be used to identify the pupil, further details available when joining the system.

The law places specific requirements on schools when using personal information, such as biometric information. We are required to guarantee the following:

- The School cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s)
- The School must ensure that the information is stored securely
- The School must tell you what it intends to do with the information
- Unless the law allows it, the School cannot disclose personal information to another person/body

Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a pupil. We must obtain the written consent of at least one parent before being able to use a pupil's biometric information for the automated system. We are obliged by law to provide an alternative should you or your son not wish biometric information to be used. The alternative is the provision of a pin number for entry to the system.

Please note that when your son leaves the School or, if for some other reason he ceases to use the biometric system, his biometric data will be securely deleted.

## Approaches from Local Authorities

Local Authorities have a legal responsibility to identify pupils of compulsory school age who are not in education. Lochinver House School co-operates with the Local Authority if it receives an enquiry about whether they are educating a specific pupil.

For further guidance refer to the [Local Authority Policy on School Attendance](#) and School attendance: guidance for schools, <https://www.gov.uk/government/publications/school-attendance>. Additional advice can be obtained from the Attendance Team manager at Integrated Learning Services: Sharon Newey 01707 292447 [sharon.newey@hertfordshire.gov.uk](mailto:sharon.newey@hertfordshire.gov.uk)

ISI Inspectors will observe a sample of registration sessions and examine the Attendance and Admission Registers to assure themselves that the requirements of the regulations are being met.

Accountability for attendance sits with the Senior Leadership Team; with the Headmaster, having overall responsibility.

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Policy Reviewed: 20.07.2018  
Policy Review Date: 19.07.2020  
Policy linked to: Behaviour Management, Rewards and Sanctions and Exclusions Policy, Children's Services: Local Authority Policy on School Attendance, Curriculum Policy, Data Protection Policy, Equality Act 2010, Missing Child Policy, Privacy Notice, Pupil Collection Policy, Safeguarding and Staff Behaviour and Code of Conduct Policy and Procedures

*Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.*

