

# CARFAX

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# COLLEGE

## **Pupil Attendance & Absence Procedures**

The monitoring of pupil attendance is an important element in supporting both pupil performance and pupil retention. Regular attendance, appropriate to the course in question, has always been required of pupils studying at Carfax College. The following procedures are currently in effect and should be followed rigorously by all staff.

### **Attendance Register**

On every day when the Establishment is open, the appointed **Attendance Monitor** completes the **Attendance Register** in the following way:

1. Make sure that all pupils who have lessons scheduled for that day are listed on the **Attendance Register**.
2. Upon **positive visual identification** of a pupil on the premises, mark the pupil appropriately on the **Attendance Register**, both morning and afternoon (i.e. before and after lunch).
3. If there has been no sign of a pupil 15 minutes after the start of the pupil's first scheduled lesson (and similarly for all subsequent lessons), initiate the **Unexpected Pupil Absence** procedure (see below).
4. If a pupil has not been identified in the building at any point during one whole half-day of scheduled lessons, record an absence on the **Attendance Register** for that half-day and inform the **Academic Registrar**.
5. The **Attendance Monitor** should ensure that the **Attendance Register** is complete and should sign off on it at the end of each day.
6. The **Attendance Monitor** should make sure that any pupil absences have been reported to the **Principal** and recorded in the **Absence Record** (see below).

### **Unexpected Pupil Absence**

If any member of the Establishment's permanent staff learns that a pupil has failed, or will fail, without prior authorization, to attend a scheduled commitment (e.g. a lesson at school or, for boarders, expected presence at the Host Family's home), this staff member should respond as follows:

1. If it appears that the pupil has fallen ill, contact the **Dame** immediately, either directly in person or by telephone, so that the **Dame** can investigate, and attend to, the reported illness.
2. If it appears that the pupil will miss more than one lesson during a school day, send a message to the Attendance channel on TEAMS, giving full details of the absence.

3. In any case, inform the **Attendance Monitor** of the absence straightaway.

### **Unexplained Pupil Absence**

If there has been no contact with the pupil and there is no indication as to the reason for the absence, the **Attendance Monitor** should then respond as follows:

4. Attempt to contact the pupil directly by telephone. If this is not successful and the pupil's accommodation is with a host family, attempt to contact the host family; otherwise attempt to contact the listed emergency contact for that pupil. If none of this is successful, continue regularly to attempt contact, both with the pupil directly and with any other person who may be able to help find the pupil. Engage in an active search for the pupil, following any and all appropriate leads as far as they are able. Contact emergency services/social services as appropriate. Staff should follow the guidance set out in the **Missing Pupil Policy**.
5. Once contact is established, follow **procedures 1 and 2** above.
6. In any case, inform the **Principal** of the absence straightaway.
7. Record any lateness or absence in the **Absence Record** (see below).

### **Authorized or Unauthorized Absence**

Whenever the **Principal** receives notice of a pupil lateness or absence, the **Principal** should decide whether the lateness or absence can be authorized. In the case of an unauthorized absence, the **Principal** should check the **Absence Record** (see below) and take appropriate action.

### **Reporting Absences – UKVI & local authority**

In particular, for any Tier 4 pupil the **Principal** should check whether there have been any previous unauthorized absences. If a Tier 4 pupil misses 10 consecutive days of lessons, the **Principal** should report this to UKVI as soon as possible, and certainly within one week.

N.B. With regard to UKVI reporting requirements, a pupil will be considered to have missed an “expected contact” in the event that the pupil misses a whole day of lessons without authorization.

Any absence of 10 consecutive school days or more must also be reported to the local authority.

### **Absence Record**

A record of pupil latenesses and absences, the **Absence Record**, is kept by the **Attendance Monitor** each week. Whenever a pupil is late for, or misses, a lesson, the **Attendance Monitor**

should record this in the current **Absence Record**. In particular, the **Attendance Monitor** should make sure to give a full explanation of the lateness/absence under the “Explanation” column.

Where a pupil has missed a whole lesson, or indeed a whole day or half-day of study, the **Attendance Monitor** should record on the **Absence Record** any contact that was made with the pupil. Where no contact was successfully made, attempts at contacting the pupil should be recorded.

### Signing in sheets

**Permanent staff, tutors, pupils**, and any **visitors** are all required to sign in and out of the building by writing the time of their entry and exit next to their name on the **Signing in sheets**, which are put out on the shelf of the Reception hatch at the beginning of each day by the **Attendance Monitor**. These sheets can be used in the event of an **Unexpected Pupil Absence** (see above) or an emergency, such as a fire, in order to check quickly whether a given person may in fact be in the building at the time. The sheets are filed away by the **Attendance Monitor** at the end of each day and are retained only for the current week.

**N.B.** However, in all cases, **positive visual identification** is required in order to establish a person’s presence definitively. (In the case of fire, the **Emergency Evacuation** procedure requires that staff members sweep the building before leaving to ensure that no person has been left inside.)

### Instructions to tutors

**Tutors** are instructed to report immediately to the **Attendance Monitor** whenever a pupil fails to appear for a scheduled lesson within fifteen minutes of its start.

**Tutors** are also required to complete a **Tutorial Record** form (see below) at the end of each scheduled lesson, and, at the end of each week of tuition, to submit, in the designated box in the Reception Office, one completed **Tutorial Record** form for each pupil taught that week.

### Tutorial Record

One **Tutorial Record** form is kept by each tutor for each pupil each week. The **Tutorial Record** form should contain details of each lesson, including time, date, subject, material covered, and details of any lateness or absence. Both **tutor** and **pupil** are required to sign the form at the end of each lesson to confirm that the lesson took place.

The **Bursar** processes all submitted **Tutorial Record** forms during the course of the subsequent week, using them to update the general **Attendance Record**.

### **Instructions to host families**

Where pupils are staying with a **host family**, the **host family** is instructed to contact the **Dame** of Carfax Tutorial Establishment immediately in the event that the pupil is unexpectedly absent for any period of time. In such a case the **Dame** will follow the **Unexpected Pupil Absence** procedure (see above) until such time as the pupil's whereabouts are established.

The **host family** is also instructed to contact the **Dame** of Carfax Tutorial Establishment if/when the Pupil departs and ceases to reside at the family's address.