



# SURBITON

HIGH SCHOOL

## Attendance

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## 1. Aims and Ethos

Surbiton High School aims to **inspire, encourage and empower** our young people to discover and embrace their individuality in an intellectually rigorous academic environment. Balanced with outstanding pastoral care, our students become compassionate, respectful, courageous, and inquisitive members of the community, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

### Our Values

#### **We are compassionate:**

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us.

#### **We are respectful:**

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

#### **We are courageous:**

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

#### **We are inquisitive:**

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

#### **We are a community:**

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

We achieve these aims through our *Charter for Happiness and Well-being*. Our pupils:

- **are inspired to deploy their highest strengths to tackle all situations**, developing a growth mind-set and a can-do attitude, equipped with the tools to maximise their positive emotions
- **are encouraged to find their niche**, to be fully engaged in educational activities and to meet the highest challenges that come their way
- **are coached and encouraged to develop strong relationships**, to be empathetic and responsive to the needs of themselves and others



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- **are empowered to lead a meaningful life**, to be able to understand what their goals are and to know what they are striving for
- **are empowered to draw strength from celebrating their accomplishments**, in order to tackle new challenges

We achieve these aims through our inculcation of *Learning Habits*. Our children:

- **are inspired in their thinking**, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- **are encouraged to be emotionally invested in their learning**, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- **are empowered to be fully involved in their learning**, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- **are inspired, encouraged, and empowered to be productive**, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning.

## United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

## 2. Policy Statement

Surbiton High School is a friendly and vibrant school in which individuals can thrive. Our approach combines an intellectually rigorous and challenging academic environment with outstanding pastoral care and support and opportunities for leadership. In this context, regular and prompt attendance is expected of all our pupils.

Surbiton High School is committed to ensuring that the attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006. These regulations oblige us to keep an attendance register of all day students of compulsory school age (5-16), which we do. However, for the welfare, health and safety and educational benefit of all pupils, Surbiton High School adheres to United Learning standards and registers pupils in all years, including the Sixth Form, and those in our EYFS setting. It has also been updated to comply with [Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities](#).

Surbiton High School requires regular attendance, and the presence of pupils is checked daily at the start of the morning and afternoon sessions. This attendance register is a legal document maintained in accordance



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with the Education (Pupil Registration) (England) Regulations 2006, and in line with legislation, the attendance register is kept electronically for a minimum of 3 years. For this reason, those staff who take the registers ensure that they are filled in properly in accordance with the procedures in this document.

Registers are completed electronically, and pupil absences are followed up promptly on the day of absence and parents are required to notify absences in accordance with the procedure set out below.

Surbiton High School is fully committed to ensuring that the application of this Attendance Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

This policy applies to all members of our School community, including those in our EYFS setting. Surbiton High School seeks to implement this policy through adherence to the procedures set out in this document.

In line with our Provision of Information policy, this document is available to all interested parties on request from the Senior School, Girls' Preparatory School or Boys' Preparatory School offices, and should be read in conjunction with our Missing Students Policy.

This document is reviewed annually by Matthew Close, Senior Vice-Principal, or as events or legislation change requires. The next scheduled date for review is September 2025.

## 3. Senior Attendance Champion

The Senior Attendance Champion at Surbiton High School is Matthew Close, Senior Vice Principal. He is responsible for the school's strategy for monitoring and improving attendance (e.g. analysis of data, regular reporting, prompt follow-up of absence etc).

## 4. Procedures

### 3.1 Registers

The inclusion/deletion of a pupil from the register is carried out in accordance with the Education (Student Registration) (England) Regulations 2006.

The attendance register includes the pupil's Form/Group and an indication of whether the pupil is present or absent at any given morning or afternoon session.

The attendance register includes information about authorised and unauthorised absences (through the registration codes used) including:



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- attending an approved educational activity outside School (approved by the Principal and supervised by a person approved by the Principal, and including work experience or sporting activity)
- unable to attend through exceptional circumstances (unavoidable closure of School site or part of it; unavailability of transport provided by School or local authority, where the home is not within walking distance)
- taking authorised absence (granted leave of absence by the Principal or a person acting on the Principal's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established)

## 3.2 Registration

Registers are taken electronically via the Management Information System (MIS) at Surbiton High School. Through our MIS it is possible to view the name of the user who registered each pupil at any point in time (i.e., both original and amended entries) and the date the amendment was made.

Should the MIS be unavailable, paper copies of form registers are available from the MIS office (Senior School), Reception (Girls' Prep) or Office (Boys' Prep). These should be returned to the relevant office immediately following registration and their contents will be uploaded by office staff once the MIS is available.

### Senior School

Form Tutors are required to take attendance registers for their Form each morning at 8.25am. Pupils are also registered at the beginning of each lesson by Subject Teachers. During "period 4" two marks are entered; one for the "afternoon session" and one for the relevant lesson.

### Sixth Form

Form Tutors are required to take attendance registers for their Form each morning at 8.25am. Sixth Formers are also registered at the beginning of each lesson by Subject Teachers.

### Girls' Prep School

Class Teachers are required to take attendance registers for their class at the start of the morning and the afternoon sessions.

### Boys' Prep School

Class Teachers are required to take attendance registers for their class at the start of the morning and the afternoon sessions.

## 3.3 Registration Codes



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The following codes are used in the registers at Surbiton High School.

/	Present
I	Illness
L	Late (half an hour or less)
M	Medical / Dental appointment
N	No reason yet provided
C	Other authorised circumstances
G	Family holiday (not agreed)
H	Family holiday (agreed)
J	Interview
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
U	Late (more than half an hour)
V	Educational visit or trip
B	Educated off site
D	Dual registration
E	Excluded
F	Extended family holiday (agreed)
S	Study leave
T	Traveller absence
W	Work experience
X	Non-compulsory school age pupil
Y	Enforced closure
Z	Pupil not on roll
#	School closed to pupils
A	Absent teacher (Sixth form only)

## 5. Reporting and Recording Absences

If a pupil is absent from registration, then an 'N' is recorded in the register. This entry is updated once the reason has been ascertained and, if appropriate, evidence received. This is the overall duty of the Form Tutor, assisted by their Deputy Form Tutor. However, this duty also sits with the reception team, as they are most likely to change it during the day as they may pick up absence notifications before the Form Tutor.



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If a pupil is absent due to illness their parent(s) are required to contact the School via telephone or the appropriate email address:

[surbitonseniorschoolabsence@surbitonhigh.com](mailto:surbitonseniorschoolabsence@surbitonhigh.com)

[surbitonboysprepabsence@surbitonhigh.com](mailto:surbitonboysprepabsence@surbitonhigh.com)

[surbitongirlsprepabsence@surbitonhigh.com](mailto:surbitongirlsprepabsence@surbitonhigh.com)

## **Senior School**

If the School has not received any information regarding a pupil's absence by 10.15am then a text message will be sent to parents alerting them that their child has not arrived in School and parents are asked to contact the School immediately.

These MIS reports are automatically run throughout the day and emailed to the Safeguarding Team, Reception Team and Heads of Year. Following the Registration report, subsequent reports are run 30 minutes into each Period and identify any pupil who has been missing from two or more periods (including Registration).

## **Prep Schools**

If a pupil is marked as absent the administration team will contact the parents to confirm the absence.

If a pupil is absent for 5 days without permission, or fails to attend School regularly, this is reported to the local authority (Kingston Children's Services) by Matthew Close, Senior Vice-Principal.

If a pupil leaves the School when their next school is not known, they are deleted from the register, and this is reported to the local authority (Kingston Children's Services) by Matthew Close, Senior Vice-Principal.

## **6. Absence Request for Pupils**

If a pupil's absence is likely to be prolonged, parents are asked to inform the appropriate Head of Year (Senior School and Sixth Form) or Head of School (Prep Schools), so that appropriate measures can be taken.

Parents are requested not to arrange family holidays during term time. When this is unavoidable, written requests for authorised absences should be made to the Principal by parents well in advance of the date.

Parents are encouraged to make medical appointments outside of School hours. However, we realise that absence for personal reasons is sometimes unavoidable. In these circumstances, parents are asked to write to the Principal (Senior School and Sixth Form) or the relevant Head of School (Prep Schools), via the pupil's Form Tutor/Class Teacher, requesting leave of absence in advance of the date.



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## 7. Senior School signing in and out

If a pupil arrives at School late and misses registration, then they are required to sign in via the electronic terminal at Reception as soon as they arrive. This information is then updated / reconciled in the register by Administration Staff.

Whenever a pupil leaves the School site before the end of the day, they are required to show a member of Administration Staff authorisation, and then sign out via the electronic terminal at Reception. The reasons for this may include:

- Pupils who have permission to attend elite sports coaching off site
- Authorised absences for appointments
- If a pupil is sent home as they are unwell

## 8. Attendance Register back-up and storage

The registers are saved electronically on the School Network. They are backed up each night. All attendance registers are, in line with current legislation, kept for at least three years. Backup and storage of registers is the responsibility of Dave Webb, Data Systems Manager

### **Related Policies, procedures and other documentation include:**

- Missing and Uncollected Pupils
- Timetable for the School Day





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## 9. Appendix: Managing Attendance Concerns at Surbiton High School

- Pupils who are reported ill should be marked as such unless there are reasonable grounds to suspect the child is not ill. If this is the case the matter should be escalated to Matthew Close / Louise McCabe-Arnold / Tracey Chong.
- Only the Principal or Head of School (Preps) may pre-authorise absence.
- Medical Illness for more than 5 consecutive days must be accompanied by a doctor's note otherwise all absence in that period should be marked as unauthorised. The School Nurse may authorise such absence where it is felt appropriate to do so or she receives information from medical professionals.
- Where there is chronic illness or a child is supported by CAMHS, written confirmation from a medical professional that the illness justifies the level of absence must be obtained.
- Attendance is monitored weekly by MC / HOYS / LM / TC.

### **Concerns should be raised with parents when:**

1. A pupil's attendance falls beneath 85% and
2. At least 5% absence is 'unauthorised' and /or
3. Chronic illness (including mental health concerns) is prolonged without written confirmation from a medical professional that the illness justifies the level of absence.

### **When the criteria above are met the following action will be taken:**

- a. Parents are written to by MC or LM / TC stating that the School is concerned about the child's attendance and will be formally monitoring for a period of two weeks.
- b. Parents invited to meet with MC / LM / TC to identify barriers to attendance along with possible support on offer.
- c. Support to be offered by the School
  - i. Parent meeting in school
  - ii. Extra pastoral support via Tutor, HOY or Mentor
  - iii. Pupil offered chance to see School nurse / counsellor
- d. Note made on MIS
- e. HOY to discuss with SM/JO/LM/TC at weekly meeting



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**If a pupil's attendance does not improve during the monitoring period and there are a minimum of 10 unauthorised sessions in the past 6-week period:**

- a. Principal to be informed.
- b. A referral will be made to Children's Services by a member of the Safeguarding Team

## Sponsored Students Attendance

Attendance for pupils, who are sponsored by the School under a CAS, is recorded in the same manner as all other pupils. However, the following additional checks are put in place:

- The group of staff involved in UKVI are emailed every day that the pupil is absent to inform them of the absence.
- This allows the relevant member of the team to follow up on illness accordingly.
- The relevant authorities will then be alerted to the absence of the pupil after ten consecutive expected contacts. This will be reported to the Home Office within ten working days of the trigger date.

## 10.Document Information

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