



THOMAS'S CLAPHAM ATTENDANCE GUIDELINES FOR STAFF

This Policy complements and should be read in conjunction with the Thomas's Schools' Attendance Policy.

The Attendance Officers for Clapham are Jon Chesworth, Carol Wright and Helen Butler. They are responsible for the following:

- Checking registers are taken.
- Verifying/amending attendance codes used by teachers
- Noting absence emails, and following up unexpected absences
- Analysing absence statistics and trends

Registration times & Late arrivals

- Morning registers must be taken by teachers at 0830.
- Pupils arriving between 0830 and 0945 should be marked as L (Late). Pupils absent should be marked N (No reason) unless reason is known.
- Morning registers close at 0945. Any pupil who arrives after 0945 must be told to come to the office, report to Carol and sign in. **This is essential, please remind your pupils.**
- Afternoon registers should be taken by 1340. **Specialist staff must take a register and question any absences** – if unable to register electronically, please send a child, with a note to the office
- Pupils arriving between 1340 and 1430 should be marked as L (Late). Pupils absent should be marked N (No reason) unless reason is known.
- Afternoon registers close at 1430. Any pupil who arrives after 1430 must be told to come to the office, report to Helen and sign in. **This is essential, please remind your pupils.**

Guardians must sign the 'in/out' book in the office if they leave with or drop off children, for any reason, during the day. Guardians collecting pupils must report to the office.

Before School Activities (e.g. Choir, Running Club)

A club register must be taken at the start of the session and given to Carol immediately for entry on iSAMS.

Email/iSAMS – System Down

If iSAMS is down teachers must send an email informing Carol/Helen of their registers. If email is down please send a child with a note stating which children are absent and the reason, if known.

Requests for absence

Requests for absence during term time must be put into writing by the parents and emailed to the relevant Head of School.

List of Codes

Below are all the codes which can be selected for registration. Please mark N for absent child if you don't know why. Carol/Helen will then chase parents and complete the register accordingly. Unexplained absences will be investigated.

It is important that teachers inform the office / forward emails from parents regarding absence in advance so that pupil files can be kept up to date. This is also important in cases of teachers covering registration so that any planned pupil authorised/unauthorised absences are not missed.

General/Common mistakes

- Please do not mark the pupil as Late if they have not yet arrived even if you know they are on the way in, use N.
- Make sure you register the correct pupil as absent.
- If you have not physically seen the pupil please mark as N (absent no reason).

Registration Codes we use

- / Marked Present AM
- \ Marked Present PM
- B Educated off Site (for those children educated at another educational establishment)
- C Other Authorised Circumstances
- G Family holiday (not agreed)
- H Family holiday (agreed)
- I Illness
- J Interview (exam, future school tour / visit)
- L Late (between 0830 and 0945 AM / 1340 and 1430 PM)
- M Medical appointment
- N No reason
- P Approved sporting activity (outside normally timetabled games)
- R Religious observance
- U Late (After 0900 AM / After 1430 PM)
- V Educational visit (school trip)
- X Non Compulsory School Age Absence (Applicable for Reception only)

This policy will be reviewed annually or when needed			
Latest Review: January 2020	By:	Jon Chesworth, Deputy Head – Community & Welfare	Changes made
Next Review: January 2021	By:	Jon Chesworth, Deputy Head – Community & Welfare	