



# **St David's College**

— Est. 1965 —

## **ATTENDANCE AND REGISTRATION POLICY**

## 4. Attendance and Registration

Date	Review Date	Monitoring	Coordinator	Nominated Governor
19/09/2025	19/09/2026	Annually by Steve Delaney	Steve Delaney	Alice Seldon

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the legislation below:

We believe this policy relates to the following legislation:

- Children Act 1989
- Education Act 1996
- Crime and Disorder Act 1998
- Data Protection Act 2018
- United Kingdom General Data Protection Regulation
- Criminal Justice and Courts Services Act 2000
- Education (Pupil Registration) (Wales) Regulations 2010
- Education (Wales) Act 2014
  - The Education (Penalty Notices) (Wales) Regulations 2013

The following documentation is also related to this policy:

- All Wales Attendance Framework (2012)
- Missing Pupil Policy

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.

We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school. School personnel have a responsibility for identifying trends in attendance and punctuality.

We understand that a pupil's absence or lateness is not always within their control, and in such cases, we aim to offer support and understanding to ensure the child feels reassured and cared for by staff. Our approach also takes into account religious observances and individual family circumstances, with reasonable accommodations made where appropriate. At the same time, we recognise that regular attendance is essential for pupils to fully benefit from their education, and our policy is designed to work in partnership with pupils and parents to support the highest possible levels of attendance.

The School acknowledges its statutory Duty/Responsibility to record, produce and monitor an accurate Attendance Register for all pupils and to take appropriate action with non-attendance.

For day pupils, parents hold the primary responsibility for ensuring their children attend and remain at school throughout the day. If a child is going to be absent, parents must inform the school by 8:45am, stating the reason for the absence.

They can notify the school via telephone, email, or by submitting a leave request form through the parent portal. The school provides parents with clear guidance on how to report attendance and absences.

For boarding pupils, the school will review pupil attendance during the Academic Day along with additional registrations to ensure that the pupil is safe onsite or accounted for elsewhere when outside of the Academic Diary.

The school will keep an attendance register in which, at the beginning of each morning and during the afternoon session, pupils are marked present or absent. All students are required to attend registration, if unable they are to report to Attendance Officer.

The register will show whether the absences are authorised or unauthorised and lateness will be recorded.

For pupil absences of two continuous weeks or more, for anything other than medical reasons, the Attendance Officer and school DSP will discuss whether it is appropriate to report the pupil to the Education Welfare Service (EWS) of the relevant Local Authority (LA).

The school will make an annual return to the Welsh Government (WG) giving information about authorised and unauthorised absences for pupils of compulsory school age.

The School will report 80% or less attendance to the Local Education Authority (LEA).

## **Absence**

Only the school has the legal authority to approve absences; parents cannot authorise them. Requests for long-term absence must be submitted in advance via the parent portal and will be referred to the Headmaster for approval. Approved absences will be recorded with an 'H' mark, while unapproved absences will be marked with an 'O' for the duration of the absence.

The Attendance Officer will collect written evidence (this may be an email) from parents to support authorisation of absence. All authorised absence must be supported with a recorded reason.

We as a school are duty bound to produce an annual report to the Welsh Government on attendance for students at compulsory school age, however we do operate a system whereby all absences are recorded and reported across the school.

While students over the age of 16 are not included in the school's statutory responsibilities, the school recognises a need to support post 16 students in achieving good attendance. Registration and internal monitoring systems for post 16 children will be the same as those for the compulsory school-age group.

For more information on absence, see the information section below.

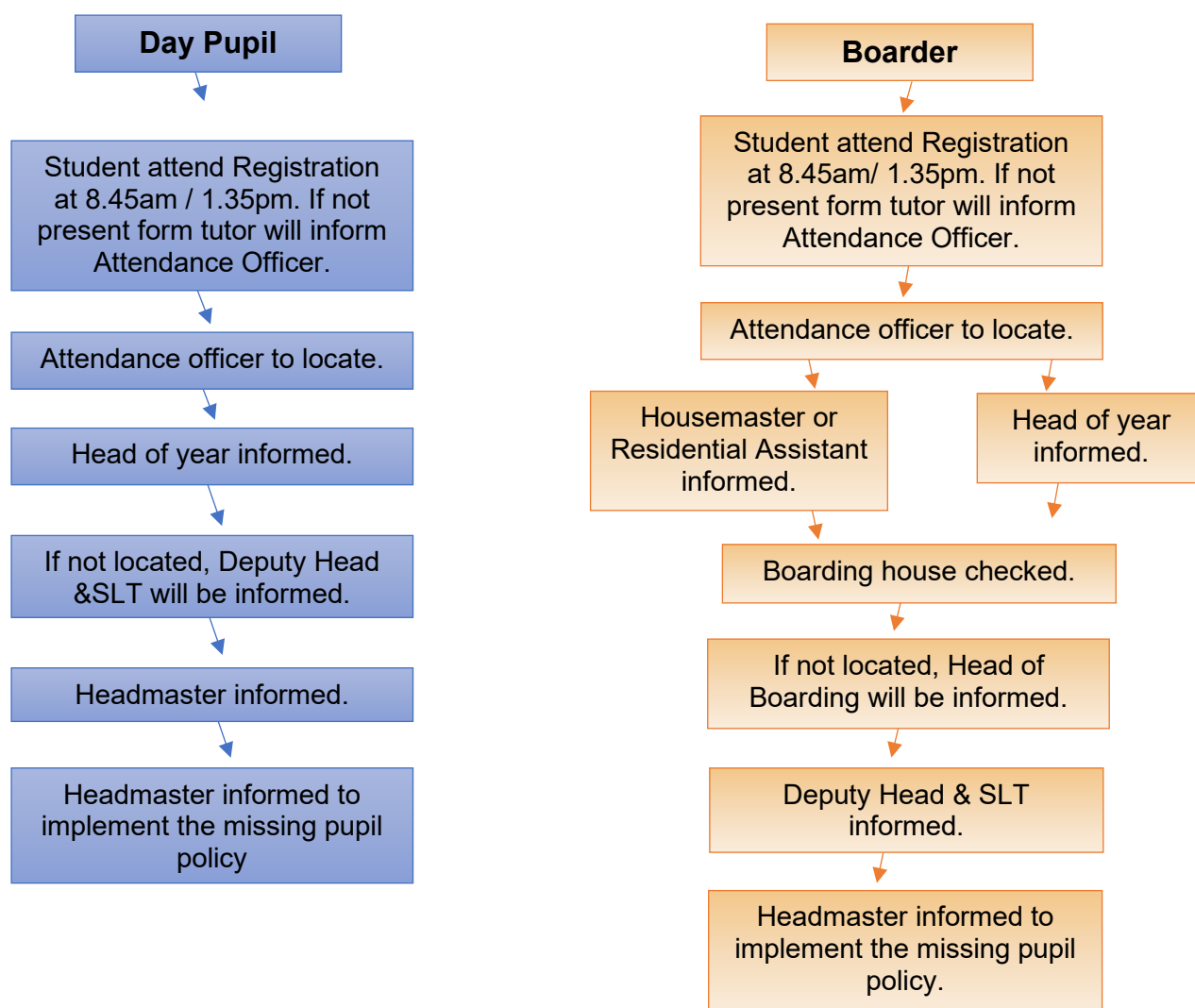
## **Registration Procedure**

Each morning the form tutor will register each pupil in their care using the school electronic registration system. In the event of an electronic failure the tutor will deliver a written attendance and absence list to the Attendance Officer by 9.15 am.

Afternoon registration will be completed by the Attendance Officer during Period 6. Teachers are responsible for ensuring that Period 6 registration is accurately completed in a timely manner.

All subject teachers will electronically register pupils at the beginning of a lesson or activity session.

The MIS system will record all tutor's attendance lists. In the event of an unaccounted absence the Attendance Officer will follow the following procedure:



## Saturday Registration

Pupils will register on Saturday morning in assembly with staff on duty.

## Additional Information

### Reasons for absence

All Absence will be electronically recorded, the Attendance Officer and marked out of school for the duration of their absence.

**MIS Out of School** - Out of School is a term used to document instances when a student is absent or not participating in lessons for various reasons. This is recorded with relevant registration code across all registers to monitor the student's attendance. It ensures that any absence, whether due to illness, a sporting event, outdoor education, or a medical appointment, is properly logged in all necessary sections of the school's MIS system.

### **Registration Codes**

While we comply with the Welsh Government attendance codes, during the school day the school uses its own internal codes, known as holding codes, to track where students are at any given time. The attendance officer will then update these holding codes to the appropriate Welsh Government attendance codes.

**Illness** - Parents should inform the school of an absence by phone or email on the first day. All absences will be documented with an explanation. If the duration of the illness is unclear, parents should continue to contact the school by phone or email each morning by 8:45 am

**Medical or dental appointments** - This will be approved once the parent provides confirmation in writing or by phone. If the pupil is present during registration but leaves afterward, they will be recorded as Out of School in the register, and this will be updated upon their return. They must also sign out at reception on the paper sign-out sheet.

**Offsite Activities** - For any offsite activities, outdoor education, sporting events, or trips, it is required for staff to complete a bus sheet containing all relevant details before leaving school. This will include Lead member of staff, any other members of staff, contact details, bus number plate, full list of participating students, location, departure and expected arrival time back at school.

**Lateness** - If a pupil misses registration and arrives late due to an acceptable reason (e.g., late bus, bad weather), they must sign in with the Attendance Officer as soon as they arrive at school. The register will then be marked with an "L" for late. If a pupil is aware in advance that they will be late, parents should notify the school, providing the expected arrival time and the reason for the delay. This will be recorded as an out-of-school lateness until they arrive to school.

**Special Occasions** - Leave of absence will be considered on application in writing to the Headmaster.

**Family Holidays and extended trips overseas during term** - Parents are required to submit an absence request form in advance of the holiday to seek permission. Requests to be made at least two weeks prior to the planned absence.

**Days of Religious Observance** - Absences resulting from participation in days set aside exclusively for religious observance, by the religious body to which the parents belong, are authorised. Parents should give advance notice to the school by email.

**Interviews** - Absence for the purpose of attending interviews for employment or education will normally be counted as authorised provided that advance notification and proof of appointment are given.

**Work experience or public performance** - These absences will be authorised providing that the work experience is part of an approved scheme or advance permission has been sought for the public performance. Absences should be reported to the school by the employer, or director, and those without good cause will be treated as unauthorised.

**Off-site activities -**

- a) School directed, eg. education visits, approved sporting activities etc. These are authorised absences. Registers should be kept of pupils' actual attendance.
- b) Individual, eg. music examinations, special tuition etc. These will normally be treated as authorised, but the school's permission should be sought in advance.

Excluded Pupils – Any student excluded from school will be at the discretion of the headmaster. Internal exclusions will be marked as "EI," while external exclusions will be marked as "E."

**Guidance on action to be taken in the event of non-registration.**

In the event of non-registration, it is important that the reason is promptly established, and appropriate action taken.

**During the academic working day**

Any concern that a pupil may be missing should be reported without delay to the **ATTENDANCE OFFICER**

**Missing Pupil Policy**

General procedure to be followed in the event of a pupil, **known to be in school**, but is now unaccounted for:

**During academic day**

<b>Monday – Friday</b>	<b>8.35am- 5.30pm</b>
<b>Saturday</b>	<b>9.45am – 12.30pm</b>

Responsibility	Action
1.  All staff	1.1 Phone or email report missing pupil. Assistant Head/Deputy Head may take over at this point. 1.2 Gather information from classmates, friends, and other House members. If possible, try to reach out to the missing student, such as by phone, and leave a clear message with the school's contact details if there is no response.
2.  2.1-2.6 Attendance Officer  2.7-2.10 SLT and All staff	2.1 Medical centre to be contacted. 2.2 Check areas of the school <ul style="list-style-type: none"> <li>• Cadogan</li> <li>• OT centre</li> <li>• Pastoral Office</li> <li>• Boarding House's</li> </ul> 2.3 Check all methods of registration. <ul style="list-style-type: none"> <li>• Out of School.</li> </ul>

	<ul style="list-style-type: none"> <li>• Off site registers - Bus list located in reception.</li> <li>• Sign out sheet in reception.</li> </ul> <p>2.4 All staff email to be sent with name of missing student and where they should be.</p> <p>2.5 Housemaster and HOY to be contacted.</p> <p>2.6 Deputy and Assistant Head to be contacted by walkie talkie frequency 8- if unavailable next member of SLT.</p> <p>2.7 If the pupil is still unaccounted for, inform Headmaster to take appropriate action as deemed necessary given the circumstances of the pupil involved.</p> <p>2.8 Necessary staff to review CCTV footage available</p> <p>2.9 Inform Parents</p> <p>2.10 Inform Police</p> <p>2.11 A staff member to be sent to local railway stations to request any information/ search for missing pupil.</p>
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### Outside academic day

<b>Monday – Friday</b>	after 5pm
<b>Saturday</b>	after 12.30pm

Contact Housemasters

Responsibility	Action
1.  All staff on duty	<p>1.1 Gather information from classmates, friends, and other House members. If possible, try to reach out to the missing student, such as by phone, and leave a clear message with the school's contact details if there is no response.</p> <p>1.2 Housemaster to be informed</p>
2.  Housemaster	<p>2.1 Medical centre to be contacted.</p> <p>2.2 Check all methods of registration.</p> <ul style="list-style-type: none"> <li>• Out of School.</li> <li>• Off site registers - Bus list located in reception.</li> <li>• Sign out sheet in reception</li> <li>• Boarding sign out sheet in boarding house.</li> </ul> <p>2.3 Relevant House and immediate surrounding area to be searched by appropriate staff.</p> <p>2.4 If the pupil is still unaccounted for, inform Headmaster to take appropriate action as deemed necessary given the circumstances of the pupil involved.</p> <p>2.5 Necessary staff to review CCTV footage available</p> <p>2.6 Inform Parents</p> <p>2.7 Inform Police</p> <p>2.8 A staff member to be sent to local railway stations to request any information/ search for missing pupil.</p>

For all incidents of pupils being unaccounted for:

Note - Any known health problems of the missing pupil to be considered – located in the Medical Centre

Note - Any known pastoral problems or issues to be considered.

#### INFORMATION FOR POLICE

- the pupil's name
- the pupil's age
- an up to date photograph if possible
- the pupil's height, physical description and any physical peculiarities
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing
- Any relevant comments made by the pupil such as "I'm going to run away to Rhyl"

#### RECORDS OF INCIDENT

- A written record of the incident will be made including:
- the pupil's name
- relevant dates and times (e.g. when it was first noticed the pupil was missing)
- action taken to find the pupil
- whether the police were involved
- outcome or resolution of the incident
- any reason given by the pupil for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved.
- A copy should be placed in the pupil's file (SERCO – confidential area) and the School Office.

## Attendance Percentages and Punctuality

### School Attendance Target

**96%**

To improve overall student attendance and ensure early intervention where patterns of poor attendance, and communication with parents.

- At the end of each half term, a full attendance report will be generated by Attendance officer for all students (including all year groups).
- Any student with attendance below 90% will be flagged for review.
- The Attendance Officer will investigate the reason(s) for the low attendance.
- Consideration will be given to medical issues, family circumstances, or other legitimate factors before further action is taken.
- Communication with Safeguarding team, head of year and form tutors will be required for this

### Parental Communication:

- If no valid reason is identified and the low attendance appears to be due to general non-attendance, the Attendance Officer will communicate issues with SD, SDa and HOY to approve the issue of a formal letter to the parents or guardians from Attendance Officer. This will be emailed to parents copying in Head of year, Form tutor and blind copy SD, SDa. (proposed letter template attached)
- The letter will outline the concern, emphasize the importance of regular attendance, and offer appropriate support or guidance.

### Record-Keeping:



- The Attendance Officer will maintain a detailed record (paper and electronic) of all students identified with low attendance, the outcomes of investigations, and any communication or actions taken.
- This record will support ongoing monitoring and provide evidence for follow-up actions if attendance does not improve.
- This will also be evidence for any inspections where attendance is checked including UKVI.
- For boarding students housemaster will be required to provide follow up if attendance does not improve.

#### **Follow-Up Action:**

- Continued monitoring will be conducted for students with ongoing attendance concerns.

#### **Follow-Up – Second Letter**

- If attendance remains low in the following half term despite initial intervention, a second letter will be sent again by attendance office.
- This letter will stress the ongoing concern, outline possible consequences if attendance does not improve, and invite parents to a meeting if needed.

#### **Further Action:**

- Continued poor attendance will lead to communication with SDa.

#### **Review:**

- This process will be reviewed by Attendance officer at the end of each term to assess its effectiveness and make necessary adjustments.

## Attendance and Registration Policy Contact Details

Staff member Role	Full Name	Internal	Direct dial/mobile	Email
Attendance Officer	Aoife Green-Emmett	225	875974/ 07506584241 (p)	agreen@stdavidscollege.co.uk or attendancest@davidscollege.co.uk
Headmaster	Andrew Russell	223	868823	arussell@stdavidscollege.co.uk
Deputy Head	Steve Delaney	234	868834/07971543894	sdelaney@stdavidscollege.co.uk
Assistant Head/ DSP	Sue Davies	304	868840/07753446849	sdavies@stdavidscollege.co.uk
Reception	Rebecca Williams	345	875974	rewilliams@stdavidscollege.co.uk
PA to Headmaster	Stacy Oliver-Harris	226	875974	pa@stdavidscollege.co.uk
Cader Housemaster	Sian Mulvihill	233	868833/07914694593	smulvihill@stdavidscollege.co.uk
Snowdon Housemaster	Jon Demery	230	868830/07956576148	jdemery@stdavidscollege.co.uk
Tryfan Housemaster	Rob Hughes	229	868829/07816958145	rhughes@stdavidscollege.co.uk
Augusta Housemaster	Jenny Appleton	320	873584/07956576360	jappleton@stdavidscollege.co.uk
Cader RA	Felicity Smith		07946057241	fsmith@stdavidscollege.co.uk
Snowdon RA	Hannah Glover			hglover@stdavidscollege.co.uk
Tryfan RA				
Augusta RA				mrosendal@stdavidscollege.co.uk
Medical Centre	Nurse Hannah	317	868820	medical@stdavidscollege.co.uk

## Equality

Under the Equality Act 2010, St. David's has a duty not to discriminate against any of the protected characteristics. Due regard has been given to equality law when developing and implementing St David's policies, practices and day-to-day activities. St David's will continually monitor the way this policy operates to ensure it does not unlawfully discriminate, permit harassment or victimisation, or limit equality of opportunity. St David's is committed to meeting its obligations under the Equality Act 2010 at all times.