



**SLINDON
COLLEGE**

ATTENDANCE AND ABSENT FROM EDUCATION POLICY

Last review: October 2025
Next review: June 2026
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Approved by: Governing Body

Policy Statement

At Slindon College, education is seen as a partnership between the family and the College. The College is committed to providing the highest quality of education for all pupils and parents/guardians are also asked to support this objective.

This policy is available on the College website and is also sent to all parents of new pupils as they start. All parents are reminded of the policy at the start of each academic year.

This policy has been developed, and is implemented, with consideration to the College's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

Aims

The College follows the DfE Guidance – Working together to improve school attendance (Update 29 February 2024). For pupils to benefit fully from the educational opportunities provided by the College, they must have high levels of attendance and punctuality. The College believes it is in the best interest of all concerned that requests for authorised leave are made honestly and that pupils are not complicit in concealing reasons for their absence. Consistent and regular attendance is a requirement of the College. In exceptional circumstances, such as a pandemic, prolonged illness, recuperation or for compassionate reasons that result in extended absence, the College will provide work (either on-line or in hard-copy) and facilitate a pupil's return to full time education within an agreed time frame.

Practice and Procedure

All attendance is monitored and parents/carers are asked to inform the College of absence of any kind. Appendix 2 refers to the register procedure followed by the College.

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. Our response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community. If attendance becomes a concern, parents/carers will be asked to attend a meeting with their child's Head of House (HoH) to discuss what measures will be implemented to improve attendance. If there is no or insufficient improvement, within the agreed time frame, the College through the Designated Safeguarding Lead (DSL) will seek advice from the Local Authority Pupil Entitlement Team (Advice Line: 033 022

28200) and, depending on circumstances, the Local Authority Designated Officer (LADO).

In order to support pupils with their attendance, parents will be informed if their child's attendance has fallen below 90%. This will be done via letter and a portal message – these will also include support on improving attendance and offer parents the opportunity to discuss their child's attendance further on an individual basis. There will be 3 points in the academic year at which these letters will be sent out and these will correspond with the half term breaks. From the Spring Term half term parents will be informed whether their child's attendance has improved, continued to decline and/ or risen to above 90%. If a pupils attendance has continued to decline the DSL will have a phone conversation with the parent to see if there is any further ways in which we can support the young person to be attending more regularly. If at the third review point a pupil's attendance has continued to decline a meeting will be called with parents. Attendance is reviewed internally on a weekly basis and the College may decide to call a meeting or contact the Local Authority outside of the 3 review points on a case by case basis.

Local Authorities have the right to examine and take extracts of attendance registers from the College. The College shares attendance data with Local Authorities on a regular basis through the methods requested (each Local Authorities processes vary).

The College ensures that those missing school because of mental or physical ill health, or those with SEND, will be given extra support, by considering the individual needs of pupils.

The College will alert the Local Authority about any pupil who misses 15 consecutive or cumulative days due to illness, as they may need additional support from the LA. This will be completed by the DSL.

The College shall inform the local authority of any pupil who is going to be added to or deleted from the College's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended). This will assist the local authority to:

1. fulfil its duty to identify children of compulsory school age who are missing from education; and
2. follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect, exploitation or radicalisation.

College attendance registers are carefully monitored to identify any trends. The College will inform the local authority and the local authority where the child is normally resident of any pupil who fails to attend school regularly, or has been

absent without the College's permission for a continuous period of 10 school days or more – this will be done immediately due to small size of school.

Where reasonably possible, the College will hold more than one emergency contact number for each pupil to provide the College with additional options to make contact with a responsible adult particularly when a child who is repeatedly absent and/or absent for prolonged periods is also identified as a welfare and/or safeguarding concern.

Admission and attendance registers will be kept electronically, and all entries in these registers will be preserved for 6 years.

When this policy is due for review and update, the views of parents and pupils should be sought.

Pupils removed from roll

The Admissions Officer will notify the Local Authority when a child has been removed from our roll by completing the online form which is available on West Sussex County Council - Self Achieve Service Account.

Note from CME Officer at WSCC 2023: When a child has ceased to be of statutory school age, having completed Year 11, schools are not required to complete the form.

Therefore the Admissions Officer will not inform West Sussex of any pupil being removed from roll if they are in Year 12/13/6th Form. This does not apply if, on the rare occasion, a pupil has been forward classed and is leaving school before the end of their statutory entitlement to an education.

Why is attendance important?

The College ensures that children have the best start in life and that they are equipped for succeeding both academically and socially. 10% absence means the equivalent of one day or more per fortnight across a full school year. The College's expected attendance is 95% (92.9% national average). The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of pupils not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%). At KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%). For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extrafamilial harms, including crime (the proportion of children that had been

cautioned or sentenced for any offence that had ever been persistently absent was 81% and for serious violence offence was 85%).(Data from DfE Guidance – Working together to improve school attendance, Update 29 February 2024). The Senior Attendance Champion (SAC) for the College is Mark Robson DSL/Deputy Headteacher, safeguarding@slindoncollege.co.uk. The SAC, supported by the Senior Leadership Team (SLT), is responsible for setting a clear vision for improving and maintaining good attendance, establish and maintain effective systems for tackling absence and making sure they are followed by all staff and have a strong grasp of absence data to focus the collective efforts of the College. It is an ongoing responsibility, and the SAC is also expected to regularly monitor and evaluate progress, including the efficacy of the College's strategies and processes. The SAC meets weekly with the School Admin team in order to monitor attendance and ensure the compliance of the registers.

The SAC will be supported by the HOH team and the Admissions Officer in monitoring attendance.

What can parents/carers do to ensure good attendance

- Create good routines for mornings at home so that your child can arrive punctually and ensure they are properly equipped with the right uniform, PE kit, College bag, pencil case, books etc ;
- read all College communications;
- attend parents'/ carers evenings;
- encourage and show interest; discuss their day with them;
- contact their HoH if your child is worried about something which might cause a reluctance to go to College;
- set realistic boundaries and sanctions;
- know the name of your child's subject teachers and HoH;
- let the College know the reason(s) for any absence and a likely return date on the first day of the absence and update the College daily;
- make medical/dental appointments out of term time, whenever possible;
- do not take holidays during term time.

Absence

- Sickness – you must notify the College by telephone or portal on the first day of absence. The absence line is open 24 hours. Include the front office and HOH in the portal.
- If the absence continues you must telephone or portal, HOH and front office for each day of absence.
- Medical Appointment – give notification to your HOH and front office as soon as you have the details.

The Headteacher will decide whether or not to authorise the absence, depending upon the reason given.

You should also let the College know about your child's treatment for any illness and any special care needed.

If your child is absent frequently because of illness, the College may ask for medical guidance to make sure the right support is given. If prescribed medicines need to be taken during College hours, you should discuss this with the Headteacher or the Matron, who is responsible for children with medical needs.

If your child is unwell at the College, the Matron will contact you as the parent/carer to make suitable collection and care arrangements.

The College must inform West Sussex – LA and the pupil's home address Local Authority when the pupil is unable to attend or is expected to be unable to attend for 15 days because of sickness (whether consecutive or not).

Authorised and Unauthorised Absences

Only the College can authorise an absence. If you plan to take your child out of College during term time, the absence can only be authorised if it is considered that there are exceptional circumstances. It is for the Headteacher and the College Governors to decide whether they consider the reasons given amount to exceptional circumstances.

If your child is absent without good reason, the absence will be recorded as unauthorised on the College register. If you do not ask for or get permission to take your child out of College and do so regardless, your child's absence will also be recorded as unauthorised.

Exceptional Circumstances

Requests for exceptional absence must be made in writing to the Headteacher and should reach the College at least 10 days in advance. Whilst it is preferred that absence in term time is avoided, each request will be considered individually and decisions made based on a number of criteria including:

- The stage the pupil has reached in his career;
- Their academic record;
- The unique nature of the absence;
- If the request is to participate in an off-site co-curricular activity such as sport or drama, the level of representation will be considered.

The College understands that on occasions there are extenuating reasons why a pupil may need to be away from school and the Headteacher will provide authorisation where there are compassionate grounds. Parents / carers are asked to provide as much advance notification and detail as possible, so that each request can be considered carefully.

From 1 September 2013, a change to government legislation means that schools are no longer allowed to authorise requests for children to be taken out for a holiday during term.

As Headteachers should only grant leaves of absence in exceptional circumstances, Slindon College will not authorise absence for the purposes of a family holiday.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

Pupils being late for College at the start of the school day

It is important your child arrives to College on time. Morning registers close by 9:15am for AM and by 1:50pm for PM. Late arrivals will be recorded and if a pattern develops, the relevant HoH will contact parents/carers to establish the reasons behind the late arrivals.

Pupils not collected on time at the end of the school day

As the College is not close to any public transport, all pupils are collected from college by private vehicles, taxis or the college minibus. It is not uncommon for there to be traffic delays around this area and on the occasions when transport is late, we will try to ascertain if there are traffic problems before these actions are undertaken. If the pupil is collected by a LA arranged taxi, then the taxi company will be contacted and if they cannot collect the pupil then parents will be contacted.

- If a pupil is not collected within 15 minutes of the agreed collection time, we will call the contact numbers for his parent/ carers.
- If there is no answer, the office staff or senior staff on duty will begin to call the emergency numbers for the pupil. An SMS message will be sent to the Emergency contact held on file.
- During this time, the pupil will be supervised and informed of what is happening. If necessary, they will join the boarding team to be cared for whilst waiting.
- If there is no response from the parents'/carers' contact numbers or the emergency numbers within a one hour period from the first phone call, the Headteacher or DSL will be contacted.
- The Headteacher or DSL will contact the Social Care Duty Officer. Social Care will make emergency arrangements for the pupil and will arrange for a visit to be made to the pupil's house and will check with the Police.
- The College can offer an emergency placement in the Boarding House if necessary.
- The College will make and keep a full written report of the incident, following our Safeguarding and Child Protection policy if necessary.

The College will keep a record of incidents where parents/carers do not collect a pupil from College or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the pupil's safety and welfare result, these will be dealt with in accordance with our Safeguarding and child Protection policy.

Pupils missing from the College premises

Security and a pupil's safety are of the utmost importance at Slindon College. In the very unlikely event that a pupil should be reported missing the following actions will be taken:

- A broadcast call to all classrooms will be made.
- Staff will ascertain when and where the pupil was last seen and if necessary, how he presented and this information will be given to the main office or senior member of staff on duty.
- A broadcast call will be made by the main office to all classrooms stating that X pupil is not registered for the session. The main office staff will record the time the call was made. The main office will also notify via a broadcast call when X pupil has been located.
- College will continue normally for the rest of the pupils.
- Staff (including support) under the direction of the Headteacher or the Assistant Head, or House staff should search the whole college including all

'hideaways', all toilets, surgery, boarding area, grounds, all 1:1/intervention rooms, dining room etc.

- If after 10 minutes of searching the pupil is not located, the fire alarm should then be sounded and a roll call taken.
- If the pupil is still missing the Headteacher or another Senior SLT member will notify the parents, DSL and if absent, the Headteacher. The Headteacher/SLT will then report the incident immediately to the police. The rest of the college will go back to class with cover where necessary organised by a member of SLT.
- Staff will be informed and interviewed in order to identify the last time the pupil was seen. The Headteacher/SLT will record all events, including times, dates, location etc. leading up to the incident and provide this information to the police if necessary.
- The Headteacher/SLT will record all events leading up to the disappearance of the pupil and the actions that they have taken afterwards. A report will then be compiled. The Headteacher will investigate as to how and why the incident occurred, report back to the parents and Chair of Governors.

Actions to be followed if a pupil goes missing from the boarding house

- Boarding staff will make a note of the time the pupil was noticed as missing and will check with the pupil's friends to see if they know their whereabouts.
- Check the Family Room/Snug/Pool Room and other commonly used areas
- If the pupil is a sixth former, check the signing out/in book.
- Inform the senior member of staff on duty and the Head of Boarding.
- Call the pupil's mobile telephone.
- Ring the main College bell for a general meeting and ask staff and pupils calmly if they can tell us when they last remember seeing the pupil.
- At the same time, arrange for one or more adults to search the College grounds.
- If after 10 minutes from the time recorded when the pupil was noticed missing the pupil is not located then the fire alarm should be sounded and a roll call taken.
- If the pupil is still missing the Headteacher/SLT will notify the parents, DSL and if necessary, the Headteacher. The Headteacher/SLT will then report the incident immediately to the police.
- Staff will be informed and interviewed in order to identify the last time the pupil was seen. The Headteacher/SLT will record all events, including times, dates, location etc leading up to the incident and provide this information to the police if necessary.
- The Headteacher/SLT will record all events leading up to the disappearance of the pupil and the actions that they have taken afterwards.
- A report will then be compiled. The Headteacher will investigate as to how and why the incident occurred and report back to the parents and Chair of Governors.

In both cases a record is kept by the college of any instances in which a pupil is missing from College without satisfactory permission and documentation, including the action taken and explanations will be kept and if appropriate procedures will be adjusted. The DSL would inform the IFD for West Sussex Children Services and the college's Local Authority Designated Officer (LADO). The college will cooperate fully with any police investigation and any

safeguarding investigation by Social Care. The Bursar will inform our Insurers as required by them and if the pupil is injured and the injuries are reportable, a report would be made under RIDDOR to the HSE.

Pupils missing during a College trip/outing

All outings, activities and trips are risk assessed as detailed in our Health and Safety Policy and details of their staffing and planning can be found in our Off-Site Visits Policy and the Evolve system.

- Check with pupil's friends to see if they are aware of his whereabouts and if possible contact him via mobile phone.
- An immediate headcount would be carried out in order to ensure that all the other pupils were present – they should be supervised by an adult whilst the search process of the immediate area commences.
- A nominated adult would contact the venue Manager to arrange the search if in a building or on a site such as a garden/castle etc. and join in the search as well.
- Adults on the search should retrace steps to the last place where the pupil was seen, whilst the remaining pupil stay in one place with the other staff.
- Inform the Headteacher and the DSL by mobile phone.
- If the pupil is not located, the remaining pupils would be taken back to college, or arrangements would be made with the college.
- Ask the Headteacher/SLT to ring parents and explain what has happened, and what steps have been set in motion. Discuss with them whether they should come to the location or wait at the College.
- The trip Leader under the guidance of the Headteacher will contact the Police.
- The Headteacher or the DSL would inform the IFD for West Sussex Children Services and the Chair of Governors.

Actions to be followed once the pupil is found

- First priority is to take care of the child: Talk to, comfort the pupil and check for any injuries.
- The Headteacher or a designated Assistant Head will contact the parents, DSL, Chair of Governors and any emergency services involved.
- Inform all staff involved in the search that the pupil has been found.
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing and to reassure them that their College peer has been found.
- The Headteacher will speak to the parents / carers to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary).
- The Headteacher will conduct a full investigation.
- Media queries should be referred to the Headteacher (after discussion with the LADO if appropriate).
- The investigation should involve all concerned providing written statements.
- The report should be detailed covering: time, place, numbers of staff and pupils, when the pupil was last seen, what appeared to have happened, the purpose of the outing, the length of time that the pupil was missing and how he appeared to have gone missing, as well as lessons for the future.

A record is kept by the college of any instances in which a pupil goes missing on an outing and if appropriate procedures will be adjusted. The DSL would inform The IFD for West Sussex Children Services. The College will cooperate fully with any police investigation and any safeguarding investigation by Social Care. The Bursar will inform our Insurers as required by them and if the pupil is injured and the injuries are reportable, a report would be made under RIDDOR to the HSE.

Appendix 1

School Attendance Codes 2024

Present Codes (Authorised)	
/ \	present during registration
1:1	Learning Support 1:1 Timetable
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
U	late after register has closed (Unauthorised)
Z	pupil not yet on register (Unauthorised)
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
#	planned whole school closure (eg holidays, insets and polling station days)
Unauthorised Absence	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances

Appendix 2 Standard Operating Procedure – Attendance Register

It is a **legal requirement** for Morning and Afternoon registers to show if a pupil is present; late; authorised absent or unauthorised absent using one of the relevant statutory attendance codes. **Please see Attendance Code appendices for a full list of codes.** Schools must inform the local authority when a pupil is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (whether consecutive or not).

Front Office will update any absent notification as soon as received (either in advance or in the morning. Any notes left on registers are to be initialed and date stamped.) **All are responsible in amending an entry if it is no longer correct/relevant.**

NB: Any pupil absence should be reported by parents¹ to the front office. However, in the event that only the HoH has been contacted, they must add an initialed note to the session attendance register and forward the information to the front office.

Action	Who	Additional Information
<p><i>Complete Session Attendance</i></p> <p>8.30am – 8.45am</p>	<p>House Tutors (KS Specific)</p> <p>Register Open – Mark arriving pupils as 'Present'</p>	<ul style="list-style-type: none"> ○ If a pupil is not visible mark as Code N - 'Reason For Absence Not Yet Established', inform Front Office and HoH and leave an initialed note to advise 'informed HoH/FO.' ○ If a pupil arrives late, ensure Front Office is aware pupil is now in the College so they can check signed in properly. Leave a time stamp and initialed note. ○ If a pupil is not present at registration and no message of explanation has been received by parents/ guardians, the front office will contact the child's Head of House or a member of SLT to investigate and, with permission, contact parents/ guardians to find out where the child is and why they are not present. <p>Pupils must not be recorded present if they are not in school during registration. If a pupil were to leave school premises after registration, they will still be counted as attending.</p> <p><u>Do not complete PM registers early unless known absent all day</u></p>
<p>8.45am – 9.15am</p>	<p>Register Open – Mark arriving pupils as Code L – 'Late Arrived After Register Has Started'.</p>	
<p>9.15am</p>	<p>Register Closed - Any pupil arriving after this time should be marked as Code U – 'Late After Register Has Closed'.</p>	
<p><i>Check completion of Session Attendance for all pupils</i></p>	<p>Head of House</p>	<ul style="list-style-type: none"> ○ Add an initialed note if know where child is or received notification of absence and amend register accordingly. ○ Check late notes and amend accordingly. ○ Be aware of boarding pupils/1:1s and check to see if pupil is there. If found elsewhere mark as present - note location. ○ If pupil not located follow missing pupil procedure below. <p>If believe pupil is absent but have not received notification leave an initialed note to advise 'no notification received from parent'.</p>

<i>Registers for Assemblies/Woodland walk/6th Fridays/Exams etc. Form</i>	<i>HoH/Ash/Ho6th</i>	<ul style="list-style-type: none"> ○ Pupils to be registered before in House. ○ Woodland Walk pupils return to House for 1:40pm (late auth. if not) ○ If leaving premises inform Front Office when go and when return that all are accounted for. Ensure sign out book is completed. <p>Pupils in exams are to be marked as present with initialled note.</p>
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Missing

All staff should check pupil absences and complete registers accordingly. If a pupil is not present after 10 minutes, teacher should:

- Check the pupils timetable on Engage to check they are not in a 1:1
- Check with matron. (If boarder ill record as Code I, absent - 'Illness').
- If not directly after lunch or break, call the teacher of the previous lesson to see if pupil remained behind or was sent somewhere else.
- If after a break call pupil's Head of House/SLT who will check toilets and communal spaces in school.

If all of the above are unsuccessful the teacher should ask Front Office to put out a broadcast to all staff.

Broadcast: Please can any member of staff who has seen _____ call the front office.

Last

AM – Call parents to ascertain reason for absence.
alarm

resort:

PM – Fire

Any pupil arriving after House Time has ended will need to sign in at the Front Office and inform their HoH/Tutor before going to lessons to ensure register is properly updated upon their arrival.

Action	Who	Additional Information
1. Complete Class register (before 9:20am if Lesson 1)	Subject teacher	If a pupil is not visible follow missing pupil procedure.

At 9.20am – the Front Office will check registers and will contact parents of any pupils unaccounted for.

Action	Who	Additional Information
1. Review Session Attendance with any voicemails/portals received from parents (AM Only or as notification received.) 1.1. By 9:20am for AM 1.2. By 2pm for PM	School Admin	<ul style="list-style-type: none"> - Notification could be from portal (usually in advance) or absence voicemail on the day. - Leave an initialled note advising reason why i.e where pupil is/sickness. - Refer to 'Exceptions to Timetable' document for specific pupil arrangements (to be verified by portal to parent each term.) - Update register in PM with any leavers (and reasons why) during school day. - Update register with any late arrivals (before and after register close) with an initialled note of the time. - Any Day Tasters should sign in to the Front Office. Boarding Tasters should be added in (by hand) to the Register <p>To complete visit: Register > Session Attendance. Filter through Year Group/House etc</p>

<p>2. Front Office to sense check completed registers.</p> <p>2.1. If incomplete portal HoH/House Tutors & Senior HoH.</p> <p>2.2. If persistent missing entries notify SLT</p>	<p>School Admin</p>	<ul style="list-style-type: none"> - Keep log of persistent incomplete registers and flag to Asst Head. - If sent home by matron day before record as absence authorised and leave note advising whether parent contacted to confirm this or not. - If marked 'reason for absence not yet established' contact parent by phone and then portal to ascertain reason. Reason for absence must be established within 5 days. Leave note advising and save portal in student records and print for copy in blue pupil folder. - If no notification during a period of absence update to reflect 'absent – illness' as school aware of illness but no notification received from parent. Send portal to parent and keep record on file.
<p>3. Sense check reason for absence in Engage Portal notes. (i.e ensure reason given e.g illness for ISI reporting/attendance codes.)</p>	<p>School Admin</p>	<ul style="list-style-type: none"> - Contact HoH if no reason left. If they have not received notification portal parent & CC in HoH. (save portal in Student Records and print for blue pupil folder.) <p>Flag any persistent absences as potential safeguarding issue to HoHs & DSL.</p>
<p>4. Print Fire List from Engage Unite (desktop) - AM Only</p> <p>4.1. Add any tasters in by hand*</p> <p>4.2. Update Fire List with any leavers at 2pm</p>	<p>School Admin</p>	<p>Reports > Current Pupils > Attendance > Fire List V2 > Add All > Run Report > 'Preview to Screen' OK > Print</p>
<p>5. Send Portal title: Pupil Absence DATE</p>	<p>School Admin</p>	<ul style="list-style-type: none"> - Give information regarding authorised or not authorised absence and any pupils leaving during the day.

MONTHLY:

- Print 'Attendance in Date Range by Pupil with Comments' & 'Changed Attendance (Date Range)' Report on Engage Unite (desktop) last Wednesday of every month (calendar event to remind).
- Send Monthly report to HoHs to review regarding unauthorised absences/recurring absences. (Use portals saved in Student Records to help if req'd.)
- Check for any incomplete entries or Codes 'N/O' / Unauthorised Absences and try to ascertain reason.
- Do not process any leavers on system before running attendance reports.
- Save monthly report in Marketing & Admissions Drive in 'Admissions Register' Folder with 'DATE FROM & TO Attendance Register' as document name. Print clean copy to file in physical Attendance folder.
- Delete any reports that are older than 6 years.

FIRE DRILLS/ALARMS:

In the event of the fire alarm sounding:

- Front Office to pick up Fire Lists, Sign In Folders & Boarding Register before heading towards Fire Assembly Point. Radio call out to all users (PE, Maint etc)
- See Fire Procedures for more information.