Myddelton College

Attendance Policy

Policy produced by	MPE	
Policy owned by	Deputy Head (Pastoral)	
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Published on website	**Yes**	No

1. Introduction

The purpose of this Attendance Policy is to ensure that Myddelton College complies with the Independent School Standards (Wales) Regulations 2024, Part 3, Regulation 17. This policy outlines the procedures for recording, monitoring, and managing pupil attendance to safeguard their welfare and promote full participation in their education.

2. Daily Registration Procedures

Attendance is recorded twice daily:

- **Morning Registration (AM):** Commences at **08:30**
- **Afternoon Registration (PM):** Commences at **13:20**

Both day and boarding pupils are registered in their tutor groups by their form tutors. Attendance registers are recorded electronically using the **ENGAGE MIS system**.

2.1 Closing of Registration

- Registration closes **10 minutes after the session starts**.
- At this time, the form tutor will **save the attendance data** in the ENGAGE system.
- Any pupil arriving after registration closes must **sign in at the main reception** with the school secretary, who will amend the register accordingly.

2.2 Managing Absences

- At the start of **Period 1**, the school secretary will check the daily registers using the ENGAGE portal.
- The MIS system alerts administration staff at the main school reception if a pupil is absent.
- A designated member of the support staff will **contact parents or the boarding team** to ascertain the reason for absence.

2.3 Lesson Attendance Monitoring

- Teachers taking class registers will refer to the **AM/PM registration notes** for known absences.

- If a pupil is **unexpectedly absent from a lesson**, the teacher must **email the main school reception** to report the missing pupil.
- The college secretary will check the **sick bay logs and signing-out records** before responding to staff regarding the absence.
- If a pupil cannot be accounted for, the **Deputy Head (Pastoral) will search the building**. If the pupil remains missing, the **Headteacher will be informed**, and a **fire alarm drill** will be conducted to register all pupils.
- If the pupil is still unaccounted for, parents will be contacted, and **appropriate agencies will be notified** depending on the vulnerability of the child.

3. Attendance Monitoring and Intervention

- The **Deputy Headteacher**, supported by **Heads of Year**, will review pupil attendance on a **half-termly basis**.
- If a pupil's attendance falls **below 90%**, the Head of Year will discuss concerns with the **form tutor** and, if necessary, the **Deputy Headteacher**.
- Where appropriate, parents may be invited for a meeting to discuss **measures to support improved attendance**.

4. Record Keeping

- Attendance registers will be **printed monthly** and stored in the attendance folder.
- Printed records will be **archived for three years** in compliance with government regulations.

5. Safeguarding and Persistent Absence

- The school secretary must notify the **Headteacher** if a pupil is absent for **10 consecutive days** without parental contact or if concerns arise regarding the **validity of the reasons** for absence.
- The Headteacher will fulfil the legal obligation to **inform the Local Education Authority (LEA)**.

- If safeguarding concerns arise, the school may **contact the LEA before 10 days** if deemed necessary for the child's welfare.

6. Conclusion

Regular attendance is essential to pupil success and safeguarding. Myddelton College is committed to working with parents, guardians, and external agencies to ensure that all pupils attend school regularly and benefit from a full education experience.