North London Collegiate School

Founded 1850

ATTENDANCE & REGISTRATION POLICY

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1. Introduction

1.1 North London Collegiate School (the School) is committed to promoting good attendance and punctuality. Attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

1.2 For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal and social development. A child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of significant harm.

1.4 Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent. This policy is addressed to all members of staff, including the Head, supply staff, volunteers, pupils and parents at the School. The procedures in this policy may be adapted as necessary.

1.5 The Governors delegate appropriate responsibilities for the day to day management of the School to the Head. In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Head and Senior Team.

1.3 This is a whole school policy which applies from the Early Years Foundation Stage (EYFS) to sixth form.

1.4 This policy must be read in conjunction with the following which are available on the School website:

- Behaviour Policy
- Safeguarding and Child Protection Policy

- School's Terms and Conditions
- Supervision of Pupils Policy (internal document)

1.5 Copies of the above are held at the Senior School Office for consultation by parents. You may also email the School at Office@nlcs.org.uk to request hard copies which can be made available in large print or other accessible format.

2. Aims and objectives

2.1 This policy aims to provide a clear framework which complies with statutory requirements and sets out procedures for identifying and addressing situations where pupils fail to attend regularly, or punctually, or go missing.

3. Statutory framework

3.1 The legal framework governing school attendance is summarised in the Department for Education non-statutory guidance: Working together to improve school attendance (applies from 19 August 2024)

This includes the Education Act 1996, the Education (Pupil Registration) (England) Regulations 2006, and subsequent amendments.

3.2 This policy complies with:
The latest version of Keeping Children Safe in Education
Children Missing Education - Guidance for Local authorities
Working together to improve school attendance (applies from 19 August 2024)
DfE's non-statutory guidance School Attendance: Guidance for Maintained Schools, Academies, Independent Schools and Local Authorities (May 2022)
DfE's Children Missing Education: Statutory Guidance for Local Authorities (non-statutory guidance for independent schools) (Sept 2016).
Early Years Foundation Stage (EYFS) Statutory Framework (September 2021)

3.3 The Deputy Head (Pastoral) and DSL (Designated Safeguarding Lead) – Mrs Nicola Dawson – is the named 'Attendance Champion'.

The named Attendance Officer is Ms Sarah Prentice.

4. Responsibilities

4.1 Parents/Carers:

4.1.1 Parents are responsible for making sure their children of compulsory school age receive a suitable full-time education. Children reach compulsory school age on or

after their fifth birthday, and can leave school on the last Friday in June if they will be sixteen by the end of the summer holidays. They must then do one of the following until they are eighteen; stay in full time education, for example, at college, start an apprenticeship or traineeship, or spend twenty hours or more a week working or volunteering, while in part time education or training.

4.1.2 Parents are responsible for informing the School if their child is unable to attend due to illness or a medical appointment, providing the reason for non-attendance. Advance notice should be given for scheduled appointments, and sudden absence communicated as early as possible in the morning of the day in question. Junior School parents should call 020 8952 1276 or email JuniorOffice@nlcs.org.uk to report absence. Senior School parents should call 020 8951 6404 or email absence@nlcs.org.uk.

4.1.3 Parents may be required to provide proof of medical appointments or illness (e.g. prescription or appointment card) or a letter confirming the reason for absence if the School requests proof of absence.

4.1.4 Parents must seek prior authorisation if they wish to take their child out of School for exceptional reasons e.g., to attend a funeral or a wedding etc. The application seeking prior authorisation must be made in writing, providing sufficient notice, to the Head of Junior School for Junior School pupils including EYFS pupils, or the Assistant Head (Section Head) for Senior School pupils. The Head of Junior School or the Assistant Head (Section Head) will either authorise or decline the request for authorised absence. The decision will be confirmed in writing by the Head of Junior School, and the relevant Section Head in the Senior School. Please see Appendix B for further details.

4.1.5 As per the School's Terms and Conditions, parents must immediately notify the Head of Junior School for Junior School pupils including EYFS pupils, or the Head for Senior School pupils, in writing, if the pupil will be residing during term time under the care of someone other than the parents or education guardian.

4.2 Pupils:

4.2.1 Pupils are expected to attend School every day when the School is in session, as long as they are fit and healthy to do so.

4.2.2 Pupils are expected to be punctual and arrive at lessons on time particularly those following breaks and lunch.

4.2.3 Pupils are expected to follow the protocols in place for late arrival. In the Senior School this means 'tapping in' with their student ID card (pass). If pupils are repeatedly late they can expect to be sanctioned in line with the School's Behaviour Policy.

4.2.4 Notification of an absence by the pupil will not be recorded as an authorised absence.

4.2.5 Sixth formers are expected to be in School for morning and afternoon registration. Sixth formers may go off-site after 10:20 if they do not have lessons, ensuring they 'tap out' with their pass at the relevant gate. If a Sixth former does not have their pass, the security marshal will ask the Sixth former to sign out. Sixth formers must return to School for afternoon registration at 13:40. Any exception to this must be authorised by parents and the form tutor.

4.3 School:

4.3.1 The School is legally obliged to take and maintain an accurate register of all pupils, twice each day, throughout term time. The attendance register must be completed at the start of the day and at the start of the afternoon session.

4.3.2 The attendance register will be retained for a period of six years after the end of the academic year in question.

4.3.3 On occasions where lengthy absence is known and understood the School will support pupils to ensure continuity of education.

4.4 Support for students absent from school due to mental and/or physical illness as well as SEND and/or disabilities:

The School recognises that mental health difficulties can be both a cause and consequence of poor attendance and will seek to work collaboratively with pupils, parents and external professionals where appropriate.

4.4.1 Following the communication of student absence from a parent, school should take a view as to whether the absence is likely to be long term and whether the student requires further support. This may be true in cases where a student is suffering from a mental illness, for example, anxiety, or a physical illness, for example, glandular fever. This may also be the case for a student with a SEND need or a disability. In these sorts of cases the Head of Section, or Head of Year, should liaise with parents to establish what, if any, work can be completed from home and what, if any, pastoral support can be provided.

4.4.2 Any long-term absence should be communicated with a student's teachers alongside instruction as to how best support the student. A student who is unwell at home but well enough to complete work should be sent work via email or via teams. This may be collated by the form tutor or may be emailed to students by individual teachers, depending on what suits the student best. In cases where absence is prolonged and where appropriate, Heads of Section, will arrange for teachers to meet with the student via Teams for a 1:1 session. In all cases, the pastoral team will keep in touch with a student's parents to ensure the student is being provided with the best education possible and that they are supported pastorally. Pastoral support may include, for example, online check ins with a Head of Year, or Head of Section, and / or access to school counselling.

4.4.3 In all instances the school seeks to work alongside families to ensure learning and support are maximised. In some cases, this may require seeking the support of external agencies, for example, Early Help. All intervention should be monitored and reviewed.

4.4.4 When a return is looking likely, the Head of Section, or Head of Year, will speak to a student's parents about how best to facilitate this, including considering a phased return to school. At all times communication between parents, school staff and the student (if she is well enough and this is appropriate) is key.

5. Registration procedure

5.1 The attendance register is a legal document. Schools must take a register at the start of the morning session, and again during the afternoon session.

5.2 Form Teachers in the Junior School are responsible for registering their tutees. In the Senior School pupils are registered by subject staff in lessons period 1 and period 6, populating the statutory morning and afternoon register. A centralised register for the whole School is maintained electronically, and pupils are registered using the 'Attendance' module on SchoolBase, the School management information system, at the following times:

•	First School:	Morning	08:50-09:00
		Afternoon	13:40
•	Lower School:	Morning	08:40 (at the start of period 1)
		Afternoon	13:40 (at the start of period 6)
•	Senior School:	Morning	08:40 (at the start of period 1)

Afternoon 13:40 (at the start of period 6)

5.3 The Register must show whether the pupil is:

- present;
- absent;
- attending an approved educational activity outside school;
- unable to attend through exceptional circumstances
- taking authorised absence
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

5.4 The set of codes used in registers can be seen at Appendix A.

5.5 Only pupils who are present in the Form Room at the time of registration should be marked as present even if the Form Teacher or Form Tutor saw the pupil earlier in the day.

5.6 Where the reason for a pupil's absence cannot be established at the time the register is taken, the absence must be recorded as unauthorised.

5.7 Senior School pupils attending individual music lessons at 08:40 or 13:40 are accounted for by the Visiting Music Teachers using the Maestro element of SchoolBase, which is visible to teaching and other staff. In the Junior School the form teacher marks the register.

5.8 Pupils arriving after registration at 08:50 or 13:45 should be marked as Late using code L.

5.9 The names of Senior School pupils who will be out of School due to an educational visit, and will miss morning and / or afternoon registration, will be shared with the Admin and Attendance Officer via Evolve. Ownership of the registration of groups while off-site will be agreed between the visit leader and the Admin and Attendance Officer, with reference to the Assistant Head (Enrichment). In the Junior School the form teacher informs the Attendance Officer which children are on the educational visit at registration time.

6. Procedure for following up lateness and absence

6.1 The Senior School Attendance Officer and Junior School Administrator will follow up any lateness/absences promptly to:

- Identify whether or not the lateness/absence is authorised;
- Ascertain the reason for the lateness/absence being recorded;
- Ensure the necessary follow up action is taken including communications with parents, reference to lesson registers, and classroom visits.

6.2 If a Senior School pupil is registered absent at 13:40, the same general checking protocols will be used as in the morning. Additional reference may be made to the Net2Access system for student pass activity, and to Medical Centre and/or relevant Pastoral Staff in case pupils have been discharged home during the lunch break.

7. Responsibilities for managing and monitoring attendance

7.1 The Attendance Officer is responsible for maintaining pupil lateness and absence records on a daily basis in the Senior School and liaising with the tutors and relevant Section Heads. Responsibility in the Junior School is held by the Junior School Administrator.

7.2 The Deputy Head (Pastoral) receives information relating to lateness and absence in the Senior School at the end of each fortnight from the Attendance Officer. The Deputy Head (Pastoral) uses this information to identify any emerging patterns in the Senior School and takes appropriate action where required.

7.3 The Junior School administrator will collate attendance data at the end of every half term. They will inform tutors and Pastoral leads where there are concerns (below 95% and below 90%).

7. 4 Half termly attendance summaries should be made available to Heads of Section, Senior Team and the governing body. The correlation between attendance and academic performance should also be made available to these same groups of people.

7.5 Data should be analysed in five sections; the Junior School, Year 7-9, Year 10-11, the Sixth Form, and whole school.

7.6 Analysis for each section of the school should include:

- the number and % number of students that fall below the 10% absence threshold
- the number and % number of SEN students that fall below the 10% absence threshold
- the number of children on an adapted curriculum / reduced timetable
- the number of children receiving a hospital-based education
- the number of children on attendance contracts
- the number of 'illness returns' and 'absence returns' made to Harrow LA
- the number of MASH referrals which include concerns over absence

7.8 The DSL should consider asking:

- which year group/s are causing the most concern?
- what are the barriers to attending schools for students in this/these groups?
- what is the school doing to try to remove these barriers or at least reduce them?

7.9 Attendance below 95% will be monitored. Attendance below 90% will normally trigger pastoral review and discussion with parents. Additional support plans may be considered where attendance concerns persist.

8. Procedure for pupil missing during the day

8.1 If a teacher or other member of staff notes that a pupil is missing from class/sports practice/other activity they should contact the Form Teacher (for Junior School), and email missingpupil@nlcs.org.uk (for Senior School). This email will automatically be sent to the Admin and Attendance Officer, Heads of Section, The Head of Mental Health and Wellbeing, Office (Senior School Receptionist) and the Medical Centre.

8.2 The Attendance Officer in the Senior School will:

- Check where and when the pupil last tapped their student pass on-site
- Check if the pupil has otherwise signed out with a marshal at a gate
- Check the pupil's real-time timetable for that day, this includes any individual music/instrument lessons scheduled for the pupil
- Ring the Medical Centre to check whether the pupil has reported sick or has an appointment
- Ring the Library
- Contact relevant Visiting Music Teacher if appropriate
- Contact the relevant Head of Section and the Deputy Head's PA who will contact the Deputy Head (Pastoral)
- The Deputy Head (Pastoral) or the relevant Section Head in the Senior School will check with friends/classmates if they have any knowledge of the missing pupil's whereabouts

8.3 The Junior School Administrator will:

- Contact the form teacher and/or the teaching assistant
- Ring the Medical Centre to check whether the pupil has reported sick or has an appointment
- Contact relevant Visiting Music Teacher if appropriate

- The Junior School Deputy Head (Pastoral) will check with friends/classmates if they have any knowledge of the missing pupil's whereabouts

8.4 If the pupil is not found after these actions have been taken, the pupil's parents will be contacted to establish whether the pupil is at home. If the pupil is not at home, a follow up call will be made to the parents at an agreed time to provide an update.

Where a missing pupil is known to be vulnerable, has a safeguarding plan, has expressed thoughts of self-harm, or where there are concerns regarding exploitation, abuse, neglect, radicalisation or significant harm, the matter must be escalated immediately to the DSL (or Deputy DSL). In such circumstances consideration should be given to contacting parents and/or the police without delay and the School's Safeguarding and Child Protection Policy should be followed.

8.5 Where reasonably possible, the School will hold more than one emergency contact number for each pupil. Emergency contact numbers should be provided and updated by the parents with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides the School with additional options for making contact with a responsible adult when a pupil is missing school.

8.6 If the pupil cannot be found following the above investigation, the Form Teacher or Form Tutor/Head of Year/Assistant Head with oversight of the Middle School, Upper School or Sixth Form will notify the Head of Junior School or the Deputy Head (Pastoral) respectively, or the senior member of staff on duty. An initial search will be made using assistance from school keeping staff. The Headmistress will be kept informed by the Head of Junior School or Deputy Head (Pastoral) or the senior member of staff on duty.

8.7 If the pupil is found on-site or in the vicinity, the School staff will make a concerted effort to persuade the pupil to return to the School. If the pupil refuses to do so, staff members at the scene will continue to stay with the pupil and should speak with the Head of Junior School or Assistant Head with oversight of the Middle School, Upper School or Sixth Form, Head of Mental Health and Wellbeing, Deputy Head Pastoral, or senior member of staff on duty, about the next steps, and contacting the parents in such circumstances.

8.8 If the pupil is not found after the on-site search, the Head of Junior School or Assistant Head or Assistant Head with oversight of the Middle School, Upper School or Sixth Form, Head of Mental Health and Wellbeing, Deputy Head Pastoral, or senior member of staff on duty, will contact the pupil's parents at this point and the situation must be reported to the Head along with the relevant details. All decisions

on contacting parents should be made by the Head of Junior School or Deputy Head (Pastoral), or Senior member of staff on duty.

8.9 If the search is unsuccessful, the Head of Junior School or Deputy Head (Pastoral), or Senior member of staff on duty, will contact the police in a timely manner. The School will attempt to contact the parents before contacting the police however, if the parents cannot be reached the Head of Junior School or Deputy Head (Pastoral) will not delay contacting the police. The police must be provided with the information listed below, as well as any other information reasonably requested by the police.

9. Information to be provided to the police

9.1 When the School contacts the police, the following information should be provided:

- 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 about their intentions

9.2 The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

10. Written records

10.1 The School must keep a full written record of any incident of a missing pupil including:

- The pupil's name
- Relevant dates and times (e.g. when it was first noticed that the pupil was missing (Related alerts should be retained in the Missing Pupil email account)
- The action taken to find the pupil
- Whether the police or Social Services were involved
- Outcome or resolution of the incident
- Any reasons given by the pupil for being missing
- Any concerns or complaints about the handling of the incident

- A record of the staff involved

10.2 A full written record of the incident will be kept on the pupil's file.

10.3 The Head of Junior School and Deputy Head (Pastoral) will promptly undertake a review of each recorded incident and will identify where there may be a problem with supervision, pupil support or security at the School. The Head of Junior School and Deputy Head (Pastoral) will review any issues raised by individual members of staff, parents and pupils.

11. Procedure for pupil missing on repeated occasions

11.1 A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation or radicalisation.

11.2 The School will make attendance and sickness returns to the Local Authority in accordance with current statutory and local requirements.

a) 'Attendance return' – when a student has been absent for **a continuous period of at least 10 days**, and has been recorded as e.g. **G** (unauthorised holiday), or **N** (circumstances yet to be established).
b) 'Sickness return' – for instances of **15 consecutive days absence due to sickness** , **or 15 days total sickness absence during the school year**.

11.3 The School is legally obliged to maintain an Admission register and an Attendance register, and all pupils are placed on both registers.

11.2 The School will inform the Department for Education (who simultaneously provides Harrow Local Authority with the same information) of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school to be home educated
- when the family have moved away
- when the child has been certified as medically unfit to attend
- when the child is in custody for more than four months
- when the child has been permanently excluded

11.3 The School must also notify the Department for Education when a pupil's name is removed or added to the admissions register at non-standard transitions i.e., where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. The Department

for Education simultaneously provides Harrow Local Authority with the same information.

11.4 The above duties assist the local authority to identify children of compulsory school age who are missing education, and to follow up with any child who might be at risk of not receiving an education and who might be at risk of being harmed, exploited or radicalised.

12. Holidays during term time

12.1 The School is not able to authorise holidays during term time.

12.2 The Department for Education have issued guidelines to say that holidays must be recorded as unauthorised and that 15 days of consecutive or non-consecutive holidays will be referred to the Local Authority.

12.3 The Department for Education have not issued guidelines as to what they consider to be exceptional circumstances. This is solely at the discretion of the Head of Junior School or Headmistress.

13. Supervision of children during the school day in the Junior School

13.1 The School acts 'in loco parentis' and therefore will do its utmost to ensure the welfare of pupils during the School day.

13.2 Supervision

13.2.1 There is structured supervision for all EYFS pupils throughout the School day starting at 08:50.

13.2.2 First School pupils (Reception to Year 2) including EYFS pupils arrive at School between 08:30 and 08:50 when School starts.

13.2.3 First School pupils who arrive by coach are supervised by their coach pals until 08:15 and by staff from 08:15.

13.2.4 Lower School pupils who arrive by coach or some other means are allowed in the School at 08:15 where form staff are waiting to supervise them.

13.3 Ratios - EYFS pupils will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the Department for Education's Statutory framework for the Early Years Foundation Stage (September 2021). There will be a member of staff with appropriate paediatric first aid training available to pupils in the EYFS at all times.

13.4 Assemblies - The EYFS pupils join with Years 1 and 2 for assemblies and collective singing on Wednesday and Friday. Staff attend these assemblies and supervise the pupils accordingly.

13.5 Breakfast Club

13.5.1 The School runs a Breakfast Club which operates from 07:30 to 08:15 in the dining room. The Breakfast Club is supervised by staff who hold a register. Parents can sign in and pay on a daily ad hoc basis.

13.5.2 Pupils should reach their classroom by 08:50, where they will be welcomed by their form teacher and teaching assistant. The EYFS pupils spend the majority of the School day with their form teacher, who takes full responsibility for their welfare and planned activities throughout the day. At times during the week other staff may also be involved in leading some activities, including lessons for PE, ICT, music etc.

13.6 Break time and lunch time supervision

13.6.1 Short Break: At 10:25 staff should ensure that pupils have left the classroom and are making their way outside. First School pupils including EYFS pupils are limited to a specific area in the playground during break. The teaching assistants supervise these pupils at break. Staff pupil ratios take EYFS guidelines into account. Some teaching staff are always in the First School classrooms in sight of the playground and readily available.

13.6.2 Long Break: First School 13:00 – 13:40 – Teaching assistants supervise the First School pupils including EYFS pupils according to a rota drawn up by the Teaching Assistant Team Leader. All pupils should go outside when the class teacher dismisses them. Staff pupil ratios take EYFS guidelines into account. Some teaching staff are always in the First School classrooms in sight of the playground and readily available.

Long Break: Lower School 13:00 – 13:40 – Three members of Junior School staff patrol the School grounds. Pupils may stay in the classroom if permission is given by the Form Teacher and if the teacher is present. Pupils are only allowed to work on a task in the Learning Hub if supervised by an adult. All pupils must go outside at 13:30 before afternoon registration. All pupils return to their classrooms at 13:40 for afternoon lessons.

13.6.3 Lunch Duties: First School - First School pupils including EYFS pupils are supervised by teaching assistants in the dining room. Pupils return to their classrooms for a lesson after lunch.

Lunch Duties: Lower School. Lunch duty 11:50 – 12:25 - Three members of staff supervise lunch each day on a rota basis. Staff should ensure that pupils choose a balanced meal and are encouraged to eat as much as possible.

13.7 After school supervision

13.7.1 First School The First School day ends at 15:20. Pupils are collected from their form rooms by parents / carers. Pupils can use the After School Care facility and the early coaches (see below). Any pupil not collected remains with the form teacher / teaching assistant and parents are contacted before 15:30. Once contact has been established, pupils will be taken to the After School Club.

13.7.2 Lower School Lessons end at 15:25. There are a wide range of extra-curricular clubs and a late room operates from 15:25 – 16:00. The late room is supervised by a member of staff. At 15:30 all pupils should be in their designated late room or club, where the register is taken. At 15:55 the late room pupils are dismissed. It is the responsibility of the late room staff to ensure the pupils are collected or to inform office staff who contact parents. At the end of Period 9 the pupils catching the coach make their way to the Loop Road.

13.7.3 Clubs Period 9 (Years 3-6) The clubs are taken by a member of staff who registers the pupils. Pupils are expected to inform the member of staff beforehand if they are going to be absent from a club. Registers are taken at the beginning of Period 9 on Schoolbase. The office staff follow up pupils who are absent from clubs.

Pupils write their daily collection arrangements in their home-school planner, which gives clear details of the daily pick-up routine for each pupil.

13.7.4 Late Clubs until 17:15 The register is taken by the member of staff. At the end of the club pupils return to the reception area in the Junior School where a member of staff sees that an authorised adult has arrived to collect them.

13.7.5 After School Care After School Care (paid provision) is available for all First School children from 15:15 – 16:00 and 16:00 – 17:30. Lower School pupils can also use these facilities 16:00 – 17:30 following the late room or extra-curricular activities. In the event of their parent not arriving the pupils must return to the Junior School with the Lower School member of staff at 16:15 when the coaches leave the site. Students in Years 3 and 4 must be picked up from the front of the Junior School.

13.8 Coaches - First School, including EYFS pupils, who use the return coach service are escorted by a coach chaperone who is employed by the School.

13.9 Cover for Lessons - If a member of staff is unavoidably late in coming to a lesson the pupils know to send a form monitor to the Junior School Office. Pupils wait outside the Science Room, Art Room and the Learning Hub before entering with a

member of staff. If a member of staff is unavailable for the lesson the Deputy Head (Academic) will arrange cover. If a member of staff is unavoidably late in coming to a lesson the teaching assistant will alert the Deputy Head (Academic).

14. Supervision of students - Senior School

14.1 Cover for lessons

Classes for Years 7 to 11, including study periods, must be supervised by a teacher or a librarian. If the usual teacher is absent, a cover teacher is arranged for classes from Years 7 to 11. If a teacher does not arrive to supervise a class, a student should report to the School Office in the reception area. Students may wait in classrooms for the teacher to arrive at the start of a lesson; however, students must wait in the corridor outside the laboratories / workshops before science lessons and before EDT lessons.

14.2 Supervision for examinations

Invigilation for external examinations is arranged by the Exams Office.

14.3 Breakfast Club

The Breakfast Club operates from 07:30 to 08:15 in the dining hall where Senior School students can purchase breakfast items.

14.4 Supervision during breaks

Staff are assigned to supervise the dining hall during short break. During lunch time, staff are on duty to supervise in the dining hall, the corridors, classrooms and the grounds.

Duty allocations are determined according to pupil numbers, site usage and identified risk areas.

Duty arrangements are reviewed annually and whenever there is a significant change in pupil numbers, accommodation or use of facilities. The Deputy Head (Pastoral) monitors supervision requirements and adjusts staffing levels and duty allocations as necessary to ensure appropriate supervision of students during the school day.

14.5 Supervision out of School hours

The member of staff organising an event which finishes after the late coach or during the holidays or at weekends, is responsible for the safety and welfare of students who attend. Regular activities which finish in time for the late coach must be supervised by a designated member of staff who is responsible for the students in case of emergency e.g. accident, fire.

14. 6 Students leaving the school site

If a pupil in Years 7-11 inclusive needs to leave the school site during the school day for an approved reason, for example, due to ill health or a medical appointment, they will be issued with a pink Exit Slip. Slips will be provided to students either by Senior School Reception or by the Medical Centre. Students must hand their pink slip directly to the Gate Marshal in order to verify that they have a legitimate reason to leave the school site during the day. Any student without a pink slip should be challenged by the Marshal and asked to return to Senior School Reception. Pink slips will be returned to Senior School Reception by the Marshals at weekly intervals so that triangulation can be carried out. The exception to this is a student with a regular activity that requires them to leave the school site at the same time each week; in this case the student is provided with a laminated Exit Slip which they can keep. Sixth Form students are not required to follow this process and can be identified because they are wearing their home clothes. Students in the Sixth Form have the freedom to leave and return to the school site during lunchtime without an Exit Slip and may also leave at such time after 1.40pm registration that they have no further lessons. A pass-tap upon exiting school premises is expected from all students in the Senior School, even if they have also been issued with an Exit Slip.

15. Senior School Opening hours

15.1 Senior School students should not arrive in School before 07:30 unless they are involved in the following:

- Supervised music lessons - the music School will only be accessible from 07:50.
- Supervised sports activities (swimming / netball practice) held in the Canons Sports Centre. The Canons main entrance will be accessible from 07:00 for swimming and 07:50 for netball.
- Breakfast Club – will only be accessible from 07:30.

15.2 Students can enter the site using the main entrances on Dalkeith Grove or Canons Drive or using the Dalkeith Grove / Canons Drive pedestrian gates between 08:00 – 09:30 using their access cards.

15.3 From 07:30 all external doors to the School may be operated using pupil access cards.

15.4 During Mondays to Thursdays all Senior School students must be off-site by 17:30, unless there is an after-School event. The organiser/s of the after-School event will be responsible for supervising those Senior School students participating in the organised event. Other Senior School students who remain on-site must work in the Library and be off-site by 17:30.

15.5 From 18:30 all external doors to the School (except for those in use for events by arrangement in advance with the School Keepers) will be locked and students will not be able to gain access to buildings. The School will normally be closed at 19:00 during term time.

15.6 On Fridays all Senior School students must be off-site by 16:30.

15.7 The fence means that access to School buildings will be limited out of hours unless arrangements have been made for access with the School Keepers well in advance.

15.8 Events which finish after the late coach and at weekends should be on the calendar i.e., checked with the Deputy Head (Pastoral) and Assistant Head (Enrichment) before dates are confirmed.

15.9 Details of any activities at weekends or during the holidays should also be discussed with the Deputy Head (Pastoral) and Assistant Head (Enrichment) so that implications for School Keepers etc. can be considered.

15.10 For activities out of School hours:

- A member of staff must be designated to supervise students.
- Following authorisation by the Deputy Head (Pastoral) all requests to the Estates team for access to buildings, equipment etc. should be made by staff not students.
- The member of staff should keep a register of who is in School and record an emergency number for parents in case of accident. Contact details are also accessible from SchoolBase.
- Students must know where to contact the member of staff at all times.
- The member of staff should know where there is access to a First Aid kit.
- Students should be in one location and not be allowed to roam the buildings.
- Students must inform the member of staff when they leave the site.

16. Arrangements for non-collection of a child

16.1 First School: Pupils who are not collected when First School finishes at 3.20pm will be supervised in After School Care and office staff will contact parents.

16.2 Lower School: Pupils who are not collected at 3.25pm (when lessons finish) or 4.00pm (when clubs and Late Room finish) will be supervised in After-School Care and office staff will contact parents.

16.3 Junior School After School Care: Pupils who are not collected when After School Care finishes at 5.30pm will be supervised in Junior School reception by the member of Junior Team. The late duty Junior Team member will contact the pupil's parents and supervise the pupil until they are collected.

16.4 Senior School pupils who are usually collected from School are reminded that if their parents/guardians do not arrive on time to collect them, then they must seek out a member of staff for assistance. The member of staff will contact the parents/guardians to ascertain how the pupil will be collected. The member of staff

will remain with the pupil or, if before 5.30pm Monday-Thursday, will take them to the library until the parents/guardians arrive. If the parents/guardians do not arrive and all emergency telephone numbers have been called, the member of staff will contact the Deputy Head (Pastoral) who in turn will contact the Children and Family Services in the pupil's area of residence.

17 Monitoring and review

17.1 The Senior Team will regularly monitor and evaluate the effectiveness of this policy, and associated procedures.

17.2 The policy will be reviewed every year (or more frequently if changes to legislation, regulation or statutory guidance so require) by the Deputy Head (Pastoral), Head of Junior School and the relevant committee of the Governing Body.

17.3 The date of the next review is shown on the front page.

Appendix A: NLCS registration codes

Order	DfE Code	Display Code	Description
1	/ \	/	Present (AM)
2	L	L	Late arrival before the register has closed
3	N	N	Reason for absence not yet established
4	I	I	Illness (not medical or dental appointment)
5	M	M	Leave of absence for the purpose of attending a medical or dental appointment
6	R	R	Religious observance
7	P	P	Participating in a sporting activity
8	V	V	Attending an educational visit or trip
9	J1	J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
10	W	W	Attending work experience
11	S	S	Leave of absence for the purpose of studying for a public examination
12	/	D	Medical, SEND or Cedar Space
13	C	C	Leave of absence for exceptional circumstance
14	C1	C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
15	C2	C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
16	Y1	Y1	Unable to attend due to transport normally provided not being available
17	Y2	Y2	Unable to attend due to widespread disruption to travel
18	Y3	Y3	Unable to attend due to part of the school premises being closed
19	Y4	Y4	Unable to attend due to the whole school site being unexpectedly closed
20	Y6	Y6	Unable to attend in accordance with public health guidance or law
21	Y7	Y7	Unable to attend because of any other unavoidable cause
22	G	G	Holiday not granted by the school
23	#	#	Planned whole or partial school closure
24	O	O	Absent in other or unknown circumstances
25	B	B	Attending any other approved educational activity

Appendix B – Senior School guidance for parents regarding absence

North London Collegiate School recognises that consistent attendance is a crucial component of successful teaching and learning. Evidence from throughout the education sector indicates that to reach their full potential, students must attend school regularly. Attendance not only supports academic achievement but is also key to ensuring pupil safety, promoting social inclusion, and providing equal opportunities. As such, students are expected to be present and punctual every day during term time, unless there are unavoidable reasons for their absence.

Attendance during one school year (am and pm)	Equivalent days per school year	Equivalent weeks per school year	Equivalent missed lessons per school year
95%	9 days	2 weeks	90 lessons
90%	18 days	3 weeks	135 lessons
85%	26 days	5 weeks	225 lessons
80%	35 days	7 weeks	315 lessons
75%	44 days	9 weeks	405 lessons
70%	53 days	11 weeks	495 lessons
65%	61 days	12 weeks	540 lessons

Unauthorised absence and uncommunicated absence: Please be aware that any absence for which no explanation is received will be recorded as 'unauthorised' against a student's attendance record. Please note that we do not always support absence requests, especially if they are made with limited notice.

Above 95%: This is the sort of attendance we hope that a typical NLCS student might strive towards and subsequently attain. It allows for the fact that some illness is inevitable but is highly unlikely to have a significant impact on your daughter's learning.

Below 95%: It is easy to see from the table above how quickly absence can add up and the subsequent impact that it has on time spent in the classroom. If your daughter's attendance drops below 95% the School may contact home to offer their support.

90% and below: When a student's attendance drops below 90% it invariably impacts their learning. The School will contact home in this case so that we can work together towards improving your daughter's attendance.

School will communicate with you if your child's attendance record falls below 90%. If after a period of time there is no improvement in your child's attendance School will communicate with you again. At this time School may refer a pupil's absence to the local authority for their consideration of how we and they can support the pupil and family to improve attendance levels. Please note that school is required to report cases of 15 or more consecutive or non-consecutive days of unauthorised absence to the Local Authority.

Instructions for requesting absence:

Please note that absence for **religious observance** should be requested via Microsoft Forms at the beginning of the academic year. This email will be sent to parents by the Religious Communities Co-Ordinator before the start of the Autumn Term.

Parents should address their absence requests as per the instructions below to ensure a consistent approach to absence. In all cases parents should cc absence@nlcs.org.uk

A. Requests for the following may be approved by **Form Tutors**:

- Medical appointments
- University Open days (no more than 2 per term) and University Interviews

B. Requests for the following may be approved by **Heads of Section**:

Middle School – Mrs Jo Demetriou – jdemetriou@nlcs.org.uk
Upper School – Mrs Natasha Taberner – ntaberner@nlcs.org.uk
Sixth Form – Mr Benjamin Tosh – btosh@nlcs.org.uk

- Family events of up to consecutive two days in exceptional cases
- Sporting events (not organised by the School) of up to two consecutive days
- Academic events (not organised by the School) of up to two consecutive days
- Work experience of up to two consecutive days
- Religious observance of up to two consecutive days (that has not already been requested via the Religious Observance form completed at the beginning of the year)

C. Requests for the following may be approved by the **Deputy Head Pastoral:**

Mrs Nicola Dawson – ndawson@nlcs.org.uk

- Absence of more than two consecutive days for any purpose and in exceptional cases will be considered on an individual basis and may be decided in consultation with the Deputy Head Academic and the Head.

In all cases the School asks that you give as much notice as possible regarding your child's absence, with a **minimum of half a term for planned absence**. Please note that we do not always support absence requests, especially if they are made with limited notice.

Expectations around missed work: In most cases, it will be the responsibility of the student to make up any work lost because of absence. Students should liaise with their form tutor or class teacher to ensure that missed work is completed. The School appreciates that some students may require additional support in doing so and, in such cases, students should speak to their form tutor, who will be best placed to advise them on how to prioritise their workload. For planned absences, students must approach individual members of staff for guidance.

Illness during the school day: all pupils, including Sixth Form, should go to the Medical Centre if they are feeling sufficiently unwell that they think they might need to go home. The Medical Centre staff will communicate with parents and make arrangements as necessary. No pupil should instruct their parents to come and collect them without seeing staff in the Medical Centre first.

Passes: Any pupil arriving at, or departing, from school with prior permission, at a non-standard time must tap their pass at a suitable gate, marshal's cabin, or door-entry pad to leave a clear timestamp of their arrival / departure.

Other: As per 4.1.5 of this policy, we ask that in the case of parents being away from home this is communicated to the School at the earliest opportunity, including parental emergency contact details, and the details of a responsible adult (over age 25) who will take care of your daughter during this period.

Absence from PE: It is our expectation that if your daughter is well enough to be in school she is well enough to partake in PE. However, there may be an odd occasion where this is not the case. Please could we ask that in this instance you email your daughter's form tutor and medical@nlcs.org.uk. Your daughter will then be required to present at the Medical Centre and be issued with a note to show her PE teacher at the start of the lesson. Your daughter will be expected to attend the PE lesson as usual and will be given guidance by their teacher on how they might contribute and benefit from the lesson despite being injured or unwell.