



Cokethorpe

SCHOOL

Absence and Registration Policy

September 2024

ABSENCE AND REGISTRATION

Registration

All pupils are registered twice a day at the start of the morning and afternoon sessions. Tutors record presence and absence via the iSAMS system. Registrations are legal requirements and must be treated as such. Prep School children leaving at 4.00pm are marked accordingly in the registers.

Notification of Absence

If a pupil is away from School, parents are requested to phone 01993 703921 or email seniorattendance@cokethorpe.org or juniorattendance@cokethorpe.org to report their son or daughter's absence as early as possible, but notification must be received by 8.30am. Please state the name and tutor group of the child as well as the reason for absence. If parents know that their child will be away for more than one day they can state this in one message, otherwise please contact the School each day that he or she is absent.

A list of all absent Senior School pupils is emailed to Senior School staff each day and a list of absent Prep School pupils is sent to the Head of Prep School daily.

In cases of extended absence the School will provide work for the pupil to do at home whenever appropriate through liaison with parents.

Child Missing in Education/Unauthorised Absence

A member of the administration staff will telephone if a pupil has not registered and no email or telephone call has been received. In their efforts to make contact they will make use of all contact information shown on our records. If it is not possible to make contact then the Deputy Headmaster will be informed. Please ensure that the School is made aware of any changes of address, email addresses and telephone number. If the absence remains unexplained it will be marked as unauthorised and becomes a permanent part of the pupil's School record.

If a child is missing education through unauthorised or unexplained absence for a continuous period of ten school days or more, then this becomes a safeguarding concern. The Designated Safeguarding Lead (DSL) will inform the Local Authority.

Late Arrivals and Temporary Absence

If a pupil arrives late to School or misses afternoon registration for any reason, he or she should report in person to the Reprographics Office or Prep School Office to sign the late register. Please try to make any appointments (eg dentist, doctors, music exams) out of School hours but if this is not possible, email seniorattendance@cokethorpe.org or juniorattendance@cokethorpe.org. The register can be updated in advance. Before leaving the School site it is the responsibility of the pupil to sign out at the Reprographics Office having obtained a permission slip from their Housemaster. Prep School children go to the Prep School Office where they are signed out.

Long Term Absence

Long term absences, such as holidays during term time, are actively discouraged and should always be preceded by a letter or email from parents to the Housemaster requesting permission for their child to be away from School.

Occasionally, parents may want to ask permission to take their child out of School for an important event or family occasion. Any application for Leave of Absence is considered on an individual basis, with reasons for the request, the effect on the continuity of the child's learning, and his/her overall attendance taken into account. Parents are asked not to request absence for family holidays unless there is strong reason to do so (the increased cost of a family holiday during the school holidays is not a valid reason). Please make every effort to contact us well in advance where possible, especially before any holiday arrangements have been confirmed. All requests for Leave or Absence should be sent, with a brief letter or email of explanation, to the Housemaster.

If a Child Becomes Unwell

If a child is unwell during the day, they will be taken to our School Medical Centre. The School Nurse will contact their parents if the child needs to be collected. The child's parents must phone or email the School if the pupil is still unwell the next day.