

# CONCORD COLLEGE

## STUDENT REGISTRATION AND ABSENCE PROCEDURE

Registration patterns vary between weekdays and weekends

- On weekdays students register themselves with their combined ID/ Registration cards on arrival at College (if day students), at morning registration, in lessons, in prep. Room check by Resident staff also occurs at the end of the day for all boarders. This information is recorded on Live Register &/or SIMS (with the exception of room checks Monday to Friday).
- On Saturdays students register themselves with their combined ID/ Registration cards between 0840 and 1120 for AM registration; 1730 and 1750 for PM registration; and Night registration is between 2130 and 2145 for Lower School students and 2215 and 2240 for Upper School students in specific locations around campus and this is monitored by residential staff.
- On Sundays students register themselves with their combined ID/ Registration cards at brunch in the dining room or in main hall between 1100 & 1400 for AM registration; 1730 and 1750 for PM registration; and final registration is completed by Boarding Parents and recorded on SIMS following room check at 2145 on Sunday nights.

If a student is absent from morning registration or from a lesson or prep, the following steps should be taken:

### Registration

1. The Tutor should ensure that students have registered using their combined ID/ Registration cards by clicking on the Live Register icon. If a student has lost or forgotten their ID/Registration card, they will be sent to the Front Office.
2. For absent students, SIMS should be loaded and checked to see if there are any red flag comments or other codes entered therein.
3. The Assistant Principal (PDS) and Pastoral Assistants will pursue any absences to ensure that the student is safe and well, and has a satisfactory reason for not attending registration.
4. The Nurse will be informed of any student who is claiming 'ill health'.
5. The Nurse will then either give the student permission to miss the part or the rest of the day on the basis of ill health (indicating this with an I on SIMS), or encourage the student to attend lessons.
6. If the allocated member of staff suspects that the student is 'malingering' she will inform the Assistant Principal (PDS) who will follow the matter up and discipline the student accordingly.

**NB.** Any pattern of repeated absence should be reported to the Vice-Principal (Academic) and the Vice-Principal (Pastoral) or Head of Lower School.

## Absence from lessons

1. The teacher should ensure that students have registered using their combined ID/Registration cards by clicking on the Live Register icon.
2. For absent students, SIMS should be loaded and checked to see if there are any red flag comments or other codes entered therein.
3. The teacher should follow up any absences to ensure that they are legitimate (it is not enough to accept the word of other students that the missing student is 'ill'). Teachers should register the absence with an O and send an e-mail to the student's "Attendance" e-mail group.
4. If a student is found to have missed a lesson without due cause, the teacher should liaise with the student's tutor. The latter should consult the student's other teachers to see if there is any pattern of absence. In the light of these findings, the tutor should take action as appropriate: in ascending order of seriousness, (1) warn the student, (2) place the student in detention, or (3) refer the matter to the Vice-Principals (Pastoral/Academic) or Head of Lower School.
5. If students report to the teacher that they are sick, they should be told to see the Nurse immediately. They should not return directly to their rooms. If the Nurse decides they are sufficiently ill to return to their room she will issue the student with a permission slip to verify this and change the registration on SIMS to an I. In the event of the Nurse being busy or unavailable, permission slips can also be issued by senior management. In the case of a day student being sick, the Nurse will either accommodate the student in the sick bay or make immediate contact with parents to arrange collection.

More detailed guidance on dealing with sickness can be found in the relevant sections of the handbook.

**NB.** Any pattern of repeated absence should be reported to the Vice-Principal (Academic) and the Vice-Principal (Pastoral) or Head of Lower School.

## Absence from Prep

1. The duty teachers should check for absentees by checking attendance on Live Register.
2. Visit every prep room and check the Prefects' paper registers.
3. Any student absent should then be checked against: SIMS; lists of other activities taking place during prep; exeat lists; signing out list etc.
4. If a student's whereabouts cannot be accounted for, the Duty Teachers or NSP should visit the student in his/her room at c.7pm. Any absences should be registered as an O on SIMS
5. Boarding Parents should check attendance in PR1 & PR2 sessions each night before going on room check and investigate absences and update SIMS.

**NB.** Any pattern of repeated absence should be reported to the Director of Enrichment & Examinations, who in turn may notify one of the Vice-Principals or Head of Lower School.

## Day Student Absences

If Day Students are absent from morning registration, the signing in & out information held on Live Register (since it could be that day students arrived a bit late and went straight to period 1). SIMS attendance can also be checked and classrooms can be visited too.

However, if day students are still not located, parents are to be contacted by 'phone to check on the health and whereabouts of day students.

### Procedure for Updating Registers (identifying and "converting" Ns = unauthorised absences)

Since September 2014, these Ns on SIMS are now created automatically when a lesson is scheduled for a student and Live Register does not receive a card registration swipe. There is a tension here which we need to keep in mind since the registers need to reflect the reality of attendance in the classroom. Although a tidy register is a thing of beauty, we also need to check students are not missing lessons. Therefore:

Teachers are responsible for converting Ns (showing unauthorised absences) from AM registration & lessons 1-9 in the first instance. This ideally should be done in class with any Ns being converted to Os. The SIMS Administrator will send out every day just after 4pm a list of all students with N marks for that day periods AM to period 9. This will be sent to Teachers. Subject teachers should then consider if students were present and just forgot to swipe their cards. If so, subject teachers should convert Ns immediately. If unsure, or if the student was not present, then the teacher should convert the N to an O and speak to the students about the absence in the next lesson. Subject teachers should then update SIMS registers (normally using "Focus-Lesson Monitor-Edit Marks-Overwrite"). When converting Ns, red flag comments should also be left please explaining the situation (e.g. "student lost card at lunchtime, but was in lesson")

Ns and Os in PR1 & PR2, should be investigated by Boarding Parents. Before going on room check duty each night, Boarding Parents on duty are required to check the SIMS register for the students in their boarding residences and investigate any unauthorised absences from prep 1 or prep 2. These should then be converted by Boarding Parents as soon as possible and red flag comments would still be appreciated as above.

At the beginning of each week, The SIMS Administrator will look back at any Ns and those which cannot obviously be converted (e.g. Ns for students with red flag comments saying they have lost their cards on a particular day) and contact the AP PDS who will liaise with the subject teachers to update the registers.

### Advance Notification of Absences

The SIMS Administrator can be contacted via the "Attendance" e-mail group so that registers can be updated in advance of known and planned future absences - due to sporting commitments, trips, medicals, tests. Staff organising events and trips should e-mail the "Attendance" group so that SIMS can be updated in advance. Parents of day students also e-mail this group address if they are notifying the College of absences (due to illness or medical appointments).

Tutors should update SIMS with known absences if students are known to be attending interviews and off campus for a day, or part of a day. Students should inform their Tutors of their plans to attend open days and interviews in advance.

In the case of overnight absences (or "exeats") for boarders, the Vice-Principal (Pastoral) will update SIMS registers and a paper list of the names of absentees is usually posted on the staff room notice board. (There is also an exeat folder

Reviewed by DAW, JBK & EC - 9th September 2015

Reviewed by DAW - February 2017

Reviewed by the Welfare Committee of the Board of Trustees Board Nov 2017

The policy is next due for review on 01/02/2019