



ALDENHAM
— SCHOOL —

ATTENDANCE AND ABSENCE POLICY AND PROCEDURE
Including the
CHILDREN MISSING EDUCATION POLICY

Reviewed September 2025
By Designated Safeguarding Lead

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to School attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve School attendance \(applies from 19 August 2024\)](#), through our whole-School culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure students have the support in place to attend School
- We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve School attendance \(applies from 19 August 2024\)](#) and [School attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern School attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a student's attendance: guidance for Schools](#)

3. Roles and responsibilities

3.1 The Foundation Governing Body

The Foundation Governing Body is responsible for:

- Setting high expectations of all School leaders, staff, students and parents

- Making sure School leaders fulfil expectations and statutory duties, including:
 - Making sure the School records attendance accurately on the register.
 - Making sure the School works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students where appropriate
- Recognising and promoting the importance of school attendance across the School's policies and ethos
- Making sure the School's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the School has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with key pastoral staff to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole School and repeatedly evaluating the effectiveness of the School's processes and improvement efforts to make sure they are meeting student needs
- Where the School is struggling with attendance, working with members of the SLT to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The School's legal requirements for keeping registers
 - The School's strategies and procedures for tracking, following up on, and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including interpreting and analysing attendance data
- Holding the Head to account for the implementation of this policy

3.2 The Head

The Head is responsible for:

- The implementation of this policy at the School

- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Communicating the School's high expectations for attendance and punctuality regularly to students and parents through all available channels

3.3 The Deputy Head Pastoral (DHP) responsible for attendance

The DHP (also known as the 'senior attendance champion') is responsible for:

- Monitoring School-level absence data and reporting it to governors
- Leading, championing and improving attendance across the School
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents / carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents / carers
- Delivering targeted intervention and support to students and families
- Working with parents of students with special educational needs and / or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where School transport is regularly being missed, and where students with SEND face in-School barriers
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs

The DHP responsible for attendance is Lisa Lobo and can be contacted via llobo@aldenham.com

3.4 The Attendance Officers

The School Attendance Officers are responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to members of the pastoral team and reporting concerns about attendance to the DHP responsible for attendance, and the Head

The Attendance Officers are Rosie Hartland and Sangeeta Patel and can be contacted via absence@aldenham.com

3.5 Housemasters and Form Tutors, and Subject Teachers

Housemasters, Form Tutors and Subject Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis alongside each period register, using the correct codes (see Appendix 1), and submitting this information on ISAMS.

3.6 School Attendance Officers and Admin Staff

The School Attendance Officers and Admin Staff will:

- Take calls from parents / carers about absence on a day-to-day basis and record in ISAMS
- Monitor absences logged on My School Portal (MSP) and enter data accordingly into ISAMS.

3.7 Parents

Where this policy refers to a parent, it refers to the adult the School and / or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every on time by 8:30am
- Provide the School with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the School day
- Seek support, where necessary, for maintaining good attendance, by contacting the Housemaster or Form Tutor

3.8 Students

Students are expected to:

- Attend School every day, on time as well as to all timetabled lessons and activities

4. Recording attendance

4.1 Attendance register

We keep an electronic attendance register and place all students onto this register.

We take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Student Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

- The School day starts at 8.30am and ends by 5.30pm, depending on activities
- Students must arrive in School by 8.30am on each School day.
- The register (Call) for the first session will be taken at 8.30am and will be kept open until 8.40am. The register (Call) for the second session will be taken at 2pm and will be kept open until 2.10pm.

4.2 Unplanned absence

If a child is going to be absent from School unexpectedly (e.g. due to illness or a family bereavement), parents must inform the School by completing the Absence Form on MSP. Parents must do this by 8am and for each day of absence. In the event of an unexplained absence, the Attendance Officers will contact the students' primary contact to ascertain why the student is absent within one hour of the register closing.

We will mark absence due to physical or mental illness as authorised, unless the School has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the School will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the School is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the School in advance of the appointment.

For 'Leave Requests' (absences which are known about in advance) parents are asked to give the School as much notice as possible. To obtain authorisation for a leave request, parents must submit a Leave Request Form via My School Portal. Leave Requests, in most cases (e.g. for co-curricular commitments outside School, future School or university appointments, medical appointments, religious observances, weddings, or funerals), will be approved by the child's Housemaster / Housemistress. However, if a parent wishes to request leave for a holiday, approval for this must be sought from the Head of School.

We encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the School can authorise.

4.4 Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, noting the total number of minutes late
- After the register has closed will be marked as absent, using the appropriate code

Procedures for Tutors taking registration:

- Student is physically in front of tutor at allotted time: tutor uses '/' for AM and '\' for PM.
- Student is not physically in front of the tutor: tutor records 'N' (reason for absence not yet provided)
- Formal registration (Call) closes at 8.35am and 2.05pm
- Student arrives late but before 8.35am / 2.05pm: tutor records 'L' (Late)

- Student turns up after 8.35am: student goes to Front Office to sign in late explaining the reason for late arrival. The Attendance Officers will alter the electronic register from 'N' to 'L' (if the reason is deemed to be valid) or 'N' to 'U' (Late after registration is closed and there is no valid reason). The Attendance Officers can begin to consolidate the registers on the system to establish which students have still not been seen by that stage and whose absence is therefore unauthorised.

The DHP will remind staff regularly about the importance of encouraging students to be on time. The Attendance Officers will produce a weekly audit of all lateness and absences to the Pastoral team. Where necessary this information will be communicated to parents and a support plan will be put into place.

4.5 Following up unexplained absence

The School has a responsibility to physically check whether a student who has been marked "N" is present in their first lesson before phoning home. Therefore, it is imperative that all class registers are completed for Period 1 and Period 6. (It is required that all classes and activities are registered for safeguarding and welfare purposes). At 9.30am and 2.30pm, the Attendance Officers will print off a list of those students who are unaccounted for. This list will form the basis of the School's first day contact procedures. If the student is absence from the class, the Attendance Officers will ring home and verify the absence.

Where any student we expect to attend School does not attend, or stops attending, without reason, the School will:

- Call the student's parent on the morning of each day of an unexplained absence to ascertain the reason. If the School cannot reach any of the student's emergency contacts, the School may contact the Police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the student was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the School will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the student's youth offending team officer
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals

4.6 Reporting to parents

The School will regularly inform parents about their child's attendance and absence levels. Where there are concerns, for example where attendance has fallen below the expected threshold of 90%, parents will be contacted by a member of the pastoral team.

Parents / Carers are also able to view their child's attendance within MSP.

4.7 Sponsored students

It is expected that sponsored students' attendance will not drop below 80% or miss 10 consecutive days of unauthorised absence. If any of the above occurs, the school will assess the reasons behind this and, if necessary, the school will report this on the SMS as per the sponsor guidance.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Head will allow students to be absent from the School site for certain educational activities, or to attend other Schools or settings.

The Head / DHP will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 School attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Head's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as an unexpected / unavailable event outside of the control of the family or child'.

Leave of absence will not be granted for a student to take part in protest activity during School hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The School considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and in accordance with any leave of absence request form, accessible via MSP. The Head may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the School will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the School, but it is not known whether the student is attending educational provision
- If the student is currently suspended or excluded from School (and no alternative provision has been made)

Other reasons the School may allow a student to be absent from the School site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the School
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend School, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the School premises are closed

5.2 Sanctions

Our School will make use of the full range of potential sanctions – including, but not limited to detentions and / or a formal communication home.

6. Strategies for promoting attendance

Students with outstanding attendance are celebrated at the end of each term.

7. Supporting students who are absent or returning to School

7.1 Students absent due to complex barriers to attendance:

The School would gain a full understanding of the existing complex barriers, all partners should work together to support students and parents to access any support they may need voluntarily. As a minimum, this will include meeting with students and parents at risk of persistent or severe absence to understand barriers to being in School and agreeing actions or interventions to address

them. This may include referrals to services and organisations that can provide support. These actions should be regularly discussed and reviewed together with students and families.

7.2 Students absent due to mental or physical ill health or SEND

Where a student has mental or physical ill health, the School would liaise closely with any medical support teams. If needed, access arrangements would be implemented, and resources will be amended.

Where a student has an education health and care (EHC) plan and their attendance falls, or the School becomes aware of barriers to attendance that related to the student's needs, the School will inform the local authority.

7.3 Students returning to School after a lengthy or unavoidable period of absence

On return to School, access arrangements may be implemented, and resources may be amended. Time-out cards are issued to allow the student to seek immediate support. The School would consider partial attendance, a reduced timetable and additional support from the Pastoral team.

8. Attendance monitoring

8.1 Monitoring attendance

The School will monitor attendance and absence data (including punctuality), daily, weekly, half-termly, termly and yearly across the School and at an individual student, year group and cohort level.

Specific student information will be shared with the DfE on request.

The School will benchmark its attendance data at whole School, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the Foundation Governing Body.

8.2 Analysing attendance

The School will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance.
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The School will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to Housemasters and Form Tutors to facilitate discussions with students and families, and to the Foundation Governing Body and School leaders (including special educational needs co-ordinators and Designated Safeguarding Lead).
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other Schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate.

8.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of School, and severe absence is where a student misses 50% or more of School. Reducing persistent and severe absence is central to the School's strategy for improving attendance.

The School will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of students who the School (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at School
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions

- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the School will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Deputy Head Pastoral. At every review, the policy will be approved by the Foundation Governing Body.

10. Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy

Appendix 1: Aldenham Foundation Attendance Codes

The following codes are taken from the DfE's [guidance on School attendance](#).

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
Attending a place other than the School		
K	Attending education provision arranged by the local authority	Student is attending a place other than a School at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the School
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the School
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during School hours, approved by the School

M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in School	Student of non-compulsory School age is not required to attend
C2	Part-time timetable	Student is not in School due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from School and no alternative provision has been made
Absent – unable to attend School because of unavoidable cause		
Q	Lack of access arrangements	Student is unable to attend School because the local authority has failed to make access

		arrangements to enable attendance at School
Y1	Transport not available	Student is unable to attend because School is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of School premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole School site unexpectedly closed	Every student absent as the School is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Student's travel to or attendance at the School would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the School	Student is absent for the purpose of a holiday, not approved by the School
N	Reason for absence not yet established	Reason for absence has not been established before the register closes

O	Absent in other or unknown circumstances	No reason for absence has been established, or the School isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in School after registration closed	Student has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective student not on admission register	Student has not joined School yet but has been registered
#	Planned whole-School closure	Whole-School closures that are known and planned in advance, including School holidays

Late Departures

Any students who are present on site after 4.40pm Monday and Friday and 5.30 Tuesday – Thursday, must make their presence known to a member of staff in one of the Boarding Houses where they will be supervised. Parents will be called to confirm pick-up arrangements. At 6pm, the student will be escorted to boarders' dinner and parents will be charged for an evening meal and after school supervision.

Educational visits, sports fixtures, music lessons and activities

Staff who take students away on a sporting fixture/educational visit before a registration period (am or pm) must ensure that they take a face-to-face roll of the students travelling to the event and leave a copy of this list in the School Office for it to be recorded on the system or record those participating directly on SOCS if possible.

Where possible, colleagues should avoid organising on-site events that cut across the formal registration period. If this is unavoidable, staff must inform Tutors, HSMs, the Attendance Officers and the School Office of the students who are affected.

Consolidation of Electronic Register

HSMs must ensure, together with their team of Tutors, that electronic registers are kept up to date with no outstanding absences that are more than two weeks old (unless agreed with the DHP).

Monthly printouts of the electronic register will be run off for HSM/DHP to check and make any necessary amendments.

Appendix 2: Procedure for students who miss lessons without permission

Unauthorised absence from lessons is prejudicial to a student's academic progress, discourteous to the teacher and a barrier to the School fulfilling its obligations to students and their parents. It is a major school offence.

In lessons, staff always take a register of students which is normally recorded using the School's MIS, iSAMS (or on SOCS for games etc.). Absences appear as an alert on the HSM's page. Any student whose absence is not satisfactorily explained by reference to the Absence List is referred to their HSM. If their absence is unjustified, the student will be sanctioned. The process for appropriate sanctions can be found within the Behaviour Policy.

Appendix 3: Absence Procedure for Boarding and Change of Status

When a student starts boarding, the parents and HSM should agree which nights during the week they will normally expect to be in the boarding house. It is important that parents and students are clear that the School does not expect them to vary these nights from one week to another. This message should be reiterated by HSMs to parents when enquiring about or starting the boarding process.

Occasional departures from the agreed pattern of boarding nights may be allowed by HSMs, but frequent or regular changes are not acceptable. Consistent patterns of boarding provide a sense of structure and security for students.

There must be written confirmation from parents to HSMs detailing the days on which their children will be in the boarding house. An email is acceptable; a verbal agreement is insufficient.

If parents ask to change the arrangements on a long-term basis, written confirmation needs to be obtained and a 'Change of Status form' completed and agreed by the Head of Boarding.

Details of which nights students will be boarding in the House need to be recorded on the House register used for taking Call and by the member of staff on duty. The HSM should make duty staff aware of any changes to the normal pattern of boarding.

In the case of flexi day boarding, the same rules apply. Trial boarding is an exception to these rules, but written details must be obtained in advance and made clear to the staff on duty.

If a flexi-boarding student is absent from School, parents must use the usual procedures for recording absence (as outlined above).

Students who flexi-board and arrive at School late to Call must sign in at the School Office as soon as they arrive, just as day students do.

Procedure for variation from the above

Occasional changes from these procedures may be agreed by HSMs. In such cases the procedure outlined below must be adhered to in order to safeguard both students and staff.

If a student wishes to vary their agreed pattern of boarding, a written request must be made to the HSM from their parents or legal guardian. This letter/email must clearly specify the variation in dates and a reason for the request, providing a minimum of 48 hours' notice (except in extreme cases at the discretion of the HSM).

If a request is initially made by telephone, it must be followed up by written (email) confirmation to the HSM who should provide a written acknowledgement in reply. Requests for variation in boarding pattern should not be authorised by the House duty staff but referred to the HSM.

Correspondence between HSMs and parents/guardians over boarding arrangements should be via email as this provides a clear record and minimises the likelihood of mistakes or miscommunication. The HSM should only accept changes by telephone in genuine emergencies because of the particular circumstances of the student and his or her family. Such an emergency might include a request on the same day to stay in the House or to go home. A record must be kept of all such calls.

Staff on duty in the Boarding Houses must ensure they have with them any alterations to the normal procedure when they commence duty. HSMs are responsible for ensuring that this information is attached to the duty list given to a member of staff on duty.

Any student whose unexpected absence or presence is discovered must be followed up immediately. Please refer to the Missing Students Policy for further information. Under no circumstances, should a check be left until later in the evening.

It is clearly important that duty staff are aware of any commitments such as away matches or evening school trips which may mean a student is returning after 5:40pm Call. If students are late to Call due to genuine reasons they must report to the member of staff on duty on their return. HSMs should encourage students to notify them when they are going to return late to the House. Members of staff organising such activities should notify HSMs of likely late returns.

If it is not possible to determine the whereabouts of the student, the Head of Senior School, or in his Absence another member of SLT, should be contacted immediately for assistance