



ST. EDWARD'S
OXFORD

ATTENDANCE AND SUPERVISION POLICY

ACADEMIC YEAR 2024 - 2025

Document History

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Related Documents:	Safeguarding Policy Pupil Behaviour Policy Missing Pupil Policy Academic Leave Policy
Related External Documents	National Minimum Standards for Boarding 2022 The School Attendance (Pupil Regulation) England Regulations 2024 Working together to improve school attendance 2024 DfE Summary table of responsibilities for school attendance 19.8.24 KCSIE 2024

St Edward's is committed to keeping safe the pupils in its care. Safeguarding Policies are designed to protect pupils from harm. The principles and practices set out in this Attendance and Supervision Policy ensure that pupils are properly supervised at all times. Professional judgement is required and should take into account pupils' ages, number and needs as well as the locations and activities in which they are engaged. All staff with supervisory and other responsibilities have undergone all statutory checks, including an enhanced DBS disclosure, and have received appropriate training.

Where senior pupils have supervisory responsibilities, for example House Prefects in a boarding house, there will always be a member of staff overseeing them.

Roles and responsibilities

The Sub-Warden is responsible for creating, implementing and maintaining this policy, as well as being responsible for all of the operational matters associated with this policy.

The Sub-Warden ensures that all of the teaching staff understand the policy and their responsibilities within it and that the policy is consistently implemented in all departments, including identifying training needs.

With the support of the Director of Safeguarding and Deputy Head Pastoral, the **Sub-Warden** is responsible for championing and improving attendance.

All **House** and **Teaching Staff** must understand their responsibilities defined in the policy and seek to carry out the requirements, seeking support from the Sub-Warden where needed.

The **Warden** approves this policy.

General Principles

The general principles are outlined below; greater detail can be found in the Staff Handbook.

Registration

All Houses are expected to follow school procedures for attendance, registration and call-overs. Formal registration takes place at the following times:

Morning Registration	Monday to Saturday	Between 7.45am and 8.10 am in Houses
	Sunday	10.30am in Houses
Lunchtime Registration	Monday	2.10pm at School Assembly in Houses
	Tuesday	Between 1.05pm and 2.10pm in Houses
	Wednesday	
	Thursday	
	Friday	2.10pm in Tutor Period
	Saturday	12.20pm –12:55pm in Houses
	Sunday	1pm in Houses
Callover	Monday to Friday	6.50pm, 9pm and at bedtimes (by year group)
	Saturday	6.50pm, 9pm and bedtime - Juniors 6.50pm, 10pm and bedtime – Sixth Form
	Sunday	5pm (for those returning from Oxford), 6pm, 9pm and bedtimes
Occasionally and depending on sports fixtures, special events and weekend House arrangements, HMs may implement additional callover times.		

The whereabouts of any day pupil unaccounted for at Morning Registration should be ascertained by a telephone call to the parents. For all pupil absences, staff should refer to the School's Missing Pupil Policy.

Registration Codes

The following absence codes are used on iSAMS by staff:

W	With permission (medical appointments)
I	Illness
T	Pre-approved educational activity
M	Music lesson
E	Study leave
S	Sports fixture
R	Excluded (e.g. fixed term exclusion)
U	Exceptional circumstances
V	Present in the lesson virtually (online)
Z	School closed to pupils (e.g. power failure)
D	In Health Centre
C	Work set in House
H	IB lesson for HL pupils only, so SL do not attend
P	Attending an oral or interview
A Alert	Unauthorised absence

Lessons

A formal registration must be taken at the start of every lesson and recorded on iSAMS. Staff are routinely briefed that the register must be taken in the first 5 minutes of the lesson.

Where a pupil is absent from a lesson, without a suitable explanation, the iSAMS 'alert' button will be activated, alerting the pupil's Core House Staff. It is the responsibility of the HMs (AHMs when they are off duty) to ascertain the reason for the absence, Matrons will undertake this role if a HM is teaching.

Teachers are expected to be in their teaching rooms at all times when they are teaching a lesson.

Games and Activities

All teaching staff and staff leading games and activities are responsible for accounting for all pupils.

All absences must be reported (via SOCS) to HMs and Matrons. Pupils must be supervised at all times by the member of staff assigned to that activity.

For the purposes of a music lessons, if a Pupil does not attend their scheduled lesson in the Music School, it will be marked on SOCS and the teacher will notify the Music Secretary, who will in turn inform the classroom teacher and House Staff, to account for the pupil.

Supervision during Education Visits and Sporting Events

The specific arrangements for the supervision of pupils during educational visits and trips are described in the Staff Handbook and in the Off-Site Trips Policy. All trips and visits must be accompanied by the correct number of staff and risk assessments must be circulated in advance of the trip leaving the School using Evolve. On the day of the external trip, the Staff lead will publish the pupil nominal roll, register and vehicle details via the 'SES-NominalRolls' mailbox.

All Trips are managed and approved by the Sub-Warden and the Deputy Head Co-Curriculum.

Medical Supervision

One or more qualified nurses are always on duty 24 hours a day at the Medical Centre during term time. In addition, all House Matrons and House Staff have been trained in first aid. Pupils will be registered throughout their recuperation in the Health Centre, although it is acknowledged that most boarders will be sent home if they are unwell.

Supervision in the boarding houses

Overseen by the Deputy Head Pastoral, HMs are responsible for ensuring appropriate staff cover in boarding houses, during the day this may be the HM, AHM, RT, Matron (or a Duty Tutor on Saturday afternoons). Each House has at least three resident members of staff. On weekday evenings the HM is assisted by duty tutors who are on duty between 6.55pm and 10.30pm.

Pupils always have immediate access to an adult. For example, every pupil has the Sub-Warden's and Deputy Head Pastoral's phone number which is also displayed in every House. There is a landline phone in the lobby of each House for pupils who do not have access to their mobile phone.

Pupils are required to sign out if they are leaving House to leave campus or for a non-scheduled activity at a time they would ordinarily be expected to be in House (e.g. a Pupil will sign out to go to Summertown in the approved window). The sign out sheet is used in conjunction with regular check in procedures both registration in academic lessons, sports and call-overs in House. This allows House staff to know the whereabouts of pupils at all times. Pupils must sign back in on their return.

Granting leaves of absence

To ensure standardisation of approach, all exceptional pupil leave requests must be made in writing to the Sub-Warden.

The Sub-Warden Academic oversees the policy for Academic leave, which includes all study leave, university visits and interviews, as well as any departmental educational visits.

Absence without leave

If a pupil goes missing without a reason, the HM must follow the Missing Pupil policy, found on the intranet and School website. The Sub-Warden's office must always be informed of any missing pupil. Parents should be contacted as soon as the HM is concerned that the pupil is no longer at school.

Routine Checks

The Secretary to the Sub-Wardens checks all iSAMS registers three times per day, to ensure that callovers and lesson registration have been recorded correctly. This is conducted at breaktime, lunchtime and after the completion of the last lesson of the day.

The Director of Organisation reviews this process with the Secretary, once per week and flags any patterns to the Sub-Warden.

Pastoral Steering Group (PSG)

The Pastoral Steering Group proactively uses data to identify pupils at risk of persistent absence. It is a multi-disciplinary team, including the School Doctor, School Psychologist (for mental and physical ill health) and the Director of Safeguarding.

The Pastoral Team, including HMs, work with any identified pupils with persistent absence and their parents to understand and address the reasons for their absence, PSG decisions and interventions are recorded on CPOMS. If the issue persists, a case conference will be held and the Education Inclusion Manager at Oxford City Council will be informed. In some cases, such a meeting may also involve the MASH. All communications are recorded on CPOMS in the pupil record.

Local Authority

The School reports to the Education Inclusion Manager at Oxford County Council. The School will notify the Local Authority in the following circumstances:

- When a pupil's name is deleted from the School's admissions register at a 'non-standard' transition point.
- When a pupil is added to the school roll at a 'non-standard' transition points.
- When a parent opts to remove a pupil for elective home schooling.
- When a pupil has an unauthorised absence from the School for more than a 10 day period.

