

## Pupil Attendance and Registration Policy

### 1. Attendance

#### 1.1 The scope of 'attendance'

The Senior School day runs from 8.30 am to 4.00 pm. From 7.00 am there are optional Strength and Conditioning classes available with many activities for older pupils taking place until 5.30 pm, and events – talks, plays and concerts – often starting at 7pm, Monday – Friday. While these times vary from those in the Pre-Preparatory School and the Junior School, they are brought to the attention of parents and carers of pupils in these schools as it is the expectation that they will wish their children to transfer to the Senior School.

Pupils opting for most major teams and some other sports are expected to be available for sports fixtures which take place after school (i.e. between 4.30 and 6.30 pm) or on Saturday mornings or afternoons. The extra-curricular life of the School is rich and varied and will usually involve pupils' spending early evenings or parts of the weekend at School from time to time.

#### 1.2 The pattern for school holidays

The School term dates are published in advance and must be observed. Generally, the school year starts on the Monday following the August Bank Holiday; there are three weeks' holiday at Christmas; two or three weeks at Easter; seven or eight weeks in the summer; and one or two weeks in October or November, one in February and one in May or June. The distribution of weeks varies from time to time according to factors beyond the School's jurisdiction. The holidays are designed to be generous enough to allow pupils to re-charge their batteries and to spend time with their families.

#### 1.3 Absence, other than because of illness (see Appendix 1 for more details)

Pupils may take three days' absence per school year for religious observance without seeking leave from the Principal Deputy Head of the Senior School or the Principal of the Pre-Preparatory or the Junior Schools ('Principal' hereafter); parents need to inform their child's Form Teacher / Tutor or Head of House on each occasion. Requests for more than three days may be addressed to the Principal.

Good attendance is essential to ensure pupils make good academic progress and are well integrated into the School. A leave of absence, other than that resulting from illness or for religious observances as described above, must be sought in advance from the Principal. The guidance *School Attendance* (DfE, November 2016) indicates that such a request for leave of absence cannot be granted unless there are *exceptional circumstances*. The DfE guidance does not allow retrospective leave of absence requests or notifications from parents to be recorded as authorised.

Absence will affect pupils' academic progress so leave of absence for holidays during term time, or early departure for or late return from holidays will be granted only under *very*

rare and exceptional circumstances (e.g. attendance at a family wedding or other important family event). Only the School may authorise absence from school, a power which is delegated to schools by government and on which it is inspected. The School relies on parents and carers to avoid at all costs obliging the School to categorise absence as unauthorised.

As the School's Terms and Conditions make clear, unsatisfactory attendance will lead to a pupil being required to leave the School. Any pattern of unauthorised absence is unsatisfactory.

#### **1.4 Admission Register and Safeguarding and Welfare of Children (ISI, September 2017, Para 193 – 211)**

Highgate has a statutory obligation to inform the Local Authority (Haringey) when a pupil's name is going to be deleted from the School's register on certain grounds: child removed to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child is in custody for more than 4 months; when the child has been permanently excluded. *Children Missing Education (CME, DfE, September 2016)* sets out fifteen official separate grounds for deletion, including those listed above.

In accordance with *CME*, Highgate will also inform the appropriate local authority when we add or remove a pupil's name to the admissions register at non-standard transition points (e.g. where a child leaves the school before completing the final year of that section of the School or joins a school after the beginning of the first year of a section of the School). Notifications of additions to the School's register should take place within 5 days of the entry. Highgate will comply with any Local Authority requests for information on pupil movement at standard transition points.

Responsibility for monitoring and recording additions and departures from the School's roll rests with the School's Admissions Office. Admissions Office staff should liaise closely with the administrative Offices in the Pre-Prep, Junior and Senior School to ensure the appropriate information has been provided to the Local Authority within the statutory deadlines.

In addition to the School's terms and conditions for unsatisfactory attendance, any pupil who fails to attend school regularly or is absent without leave for more than 10 school days (continuous) will be notified to the Local Authority. (*KCSIE, September 2016, Annex A*).

A child that has failed to return to School after 10 days of authorised absence or has been absent without the school's permission for a period of 20 days or more (in the absence of any appropriate causes) will be deleted from the School's register, after reasonable enquiries from the School and Local Authority have taken place and have failed to establish the pupil's whereabouts.

Monitoring and reporting longer-term absences are the responsibility of Form teachers and senior Pastoral staff working with Office staff in the Senior, Junior and Pre-Prep Schools. The Pupil Well-being and Attendance Officer (Mrs Jean Roberts) supports staff and families in monitoring the attendance of pupils in the Senior School. These processes will be overseen by the Director of Admissions, the Principal Deputy Head and the team of

Designated Safeguarding Leads. Any attendance concern related to the safeguarding and welfare of a child should result in an immediate contact with the appropriate Local Authority.

### **1.5 Other relevant policies**

This policy should be read in conjunction with other School policies including those relating to the Safeguarding; Curriculum; Behaviour; Educational Visits; and Spiritual, Moral and Cultural Education: the salient references are contained in appendices 1 – 6 below.

## **2. Attendance Register**

**2.1** The School maintains an attendance register in accordance with the *Education (Pupil Registration) (England) Regulations, 2006* and *Children Missing Education, DfE, September 2016*).

**2.2** All pupils are formally registered twice per school day (am & pm). The School records this information via the School Information Management System (SIMS). Guidance for staff (*Good Practice in Registration*) and the applicable registration codes (largely following DfE standard codes) are set out in the Staff Handbook.

**2.3** Staff are expected to make daily checks of accuracy of the register for their Form / Class and weekly reviews to account for any absences where 'no reason has yet been provided' (N code).

**2.4** N codes or missing marks must not be allowed to remain indefinitely; senior teachers will contact Form / Class teachers if the registers that they are responsible for are not maintained correctly in order to investigate and, if necessary, provide appropriate training and support. Persistent failure to maintain an accurate register will trigger the School's disciplinary procedures.

**2.5** Missing or late am and pm registers are monitored by senior staff. Persistent failure to complete punctual and accurate registration records without good cause will trigger an intervention to ensure the School's statutory obligations are being met and may result in disciplinary procedures being applied.

**2.6** SIMS attendance records are backed-up electronically and retained for three years (ISI, September 2017, 207)

## **Appendix 1:**

Good attendance and punctuality is essential to ensure that pupils make good academic progress and are well integrated into the School. Highgate has an expectation that all pupils will be striving for a culture of 100% attendance and 100% punctuality.

In addition to regular monitoring, attendance statistics are formally checked at the end of each term by pastoral staff and, while the particular circumstances of individual pupils and families will always be taken into account, parents and carers can expect the following series of actions to take place:

Stage 1: Pupils with attendance below 95% for the academic year. Contact by email or telephone from pastoral staff to advise that the pupil's attendance is becoming a cause for concern. Discussion of pupil's circumstances and an agreement to improve attendance.

Stage 2: Pupils with attendance below 90% for the academic year. Meeting between parents / carers and appropriate pastoral staff. Discussion of pupil's circumstances and agreement of an attendance improvement plan. Monitoring and attendance targets put in place. Additional support and / or sanctions applied as necessary.

Stage 3: Pupils with attendance below 80% for the academic year. Meeting with parents / carers and senior pastoral staff. Discussion of pupil's circumstances, including possible consideration of amendments to the pupil's academic and co-curricular programme at Highgate. Agreement of a high-priority attendance improvement plan. Monitoring and attendance targets put in place. Additional support and / or sanctions applied as necessary.

Stage 4: Pupils with attendance below 70% for the academic year. Formal review with Head, Principal Deputy Head (Senior School) or Principal (Junior School and Pre-Prep). This may include consideration of repeating the academic year and a review of the pupil's place in the School, in accordance with the School's Terms and Conditions.

Where a pupil has been through Stages 1 to 3 then improved their attendance only for it to decline again, it is at the discretion of senior pastoral staff to decide which stage of the process the pupil should be placed upon, involving pupil and parents accordingly. Outside agencies, such as an Education Welfare Officer, a GP or a Counsellor may be contacted at any stage in order to support the pupil.

Pupils with a poor punctuality record can expect to receive appropriate sanctions, in accordance with the School's Behaviour Policy.

## **Appendix 2: Missing Pupil Procedures**

### **App 2.1 The Pre-Prep School - EYFS and Key Stage 1**

Staff at Highgate Pre-Preparatory School are aware of the risk that children may go missing during the school day. Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially at transition points between sessions, in addition to the registration procedures. If for any reason a member of staff cannot account for a child's whereabouts at any point during the school day, the following procedure will be activated:

#### **Initial response:**

- The Principal of the Pre-Preparatory School will be notified immediately. She will take responsibility for coordinating the search and liaising with the police and the child's parents or carers.
- A search of the school building, the grounds of the school and the immediate vicinity will begin.
- Other class teachers will be notified by the school office using the telephones in the classrooms. They will be asked to take the register to ensure all other children are present.
- In order to ensure the situation remains as calm as possible, care will be taken to avoid telling other pupils about the missing child unless it is necessary to do so in order to assist with the search.
- Appropriate care, supervision and staff: pupil ratios must be maintained for the remainder of the children. All adults who can be released from their usual duties will be asked to report to the Principal so they can be deployed to search for the missing child. These adults will be asked to carry their mobile phones with them if possible.
- The reception staff in the Mallinson Sports Centre and the Mills Centre will be notified that a child has gone missing and asked to be vigilant. The porters will also be notified and asked to assist with the search. If necessary, the Pre-Prep office will provide a photograph of the missing child to assist those people who are searching.
- The IT Department will be contacted and asked to begin searching the CCTV records.

#### **If the child has not been found within 10 minutes:**

- The police will be called on 999.
- The child's parents or carers will be notified.
- The Head will be notified.
- Once the police arrive, all relevant information about the child will be passed to the police who will take over the search. The police will be provided with the following information:
  - A photograph of the child and a detailed description including a description of their clothing.
  - The circumstances of the incident, including anything that may have triggered the disappearance.
  - How long the child has been missing

- Where the child was last seen.
- Who is looking for the child, where they are searching and what their mobile telephone numbers are.
- Information on whether the child has any medical needs or learning needs.
- The names and contact details of parents/carers of the child.

### **When the child is found:**

- The adult who finds the child should comfort and reassure them.
- They should notify the Pre-Preparatory School Principal and/or police immediately. The Pre-Preparatory School Principal will inform the child's parents/carers.
- If the child is unwilling to return to school, the adult who found them will stay with them until the police and the parents/carers arrive.
- If the child is injured, the school nurse will be called and / or an ambulance if the injury is serious.

### **Review:**

- A full written account of the incident will be produced immediately after the event by the Principal with contributions from any other staff who were directly involved.
- Once the incident is resolved, the Principal of the Pre-Preparatory School and the staff team will review the relevant policies, procedures and risk assessments and implement any necessary changes. Advice will also be sought from the Head Master and Bursar along with other staff in the Foundation who have responsibility for Health and Safety.
- Other relevant authorities will be notified, including Ofsted if required.

### **App 2.2 The procedure to be followed in the event of a child going missing whilst off-site:**

#### **Initial response:**

- The Group Leader will be notified immediately. S/he will take responsibility for coordinating the search.
- A search of the immediate vicinity will begin.
- Appropriate care, supervision and staff: pupil ratios must be maintained for the remainder of the children. All adults who can be made available will be deployed to search for the missing child. These adults will be asked to carry their mobile phones with them if possible.
- In order to ensure the situation remains as calm as possible, care will be taken to avoid telling other pupils about the missing child unless it is necessary to do so in order to assist with the search.
- If available, staff at the venue will be informed and asked to assist with the search.

### **If the child has not been found within 10 minutes:**

- The Principal of the Pre-Preparatory School will be notified; she will inform the child's parents and maintain regular contact with the Group Leader.
- The police will be called on 999.
- The Head Master will be notified.
- The remaining children will be taken back to school.
- Once the police arrive at the venue, all relevant information about the child will be passed to the police who will take over the search. The police will be provided with the following information:
  - A detailed description of the child, including a description of their clothing.
  - The circumstances of the incident, including anything that may have triggered the disappearance.
  - How long the child has been missing
  - Where the child was last seen.
  - Who is looking for the child, where they are searching and what their mobile telephone numbers are.
  - Information on whether the child has any medical needs or learning needs.
  - The names and contact details of the parents/carers of the child.

### **When the child is found:**

- The adult who finds the child should comfort and reassure them.
- They should notify the Pre-Preparatory School Principal and/or police immediately. The Principal will inform the child's parents/carers and the Head Master.
- If the child is unwilling to return to school, the adult who found them will stay with them until the police and the parents/carers arrive.
- If the child is injured, they will be given first aid and/or an ambulance will be called if the injury is serious.

### **Review:**

- A full written account of the incident will be produced immediately after the event by the Group Leader and the Principal with contributions from any other staff who were directly involved.
- Once the incident is resolved, the Principal of the Pre-Preparatory School and the staff team will review the relevant policies, procedures and risk assessments and implement any necessary changes. Advice will also be sought from the Head Master and Bursar along with other staff in the Foundation who have responsibility for Health and Safety.
- Other relevant authorities will be notified, including Ofsted if required.

### **App 2.3 The procedure to be followed in the event of a parent or carer failing to collect a Pre-Prep child at the appointed time**

Occasionally, parents and carers are unable to collect their child at the appointed time. In most cases, they are usually able to telephone the School to let us know that they will be late or to inform us that they have arranged for another adult to collect their child. If this is the case, the child will be supervised at School until the parent, or other authorised adult, arrives to collect them. In the case of children in the EYFS (Nursery or Reception), the EYFS staff: pupil ratios will be maintained whilst they are being supervised.

If a parent or carer does not arrive to collect a child at the appointed time (11.45am for Morning Nursery, 3.15pm for Reception and 3.30pm for all other pupils) and the parent or carer has not contacted the school, the following procedure will be activated:

- The child will be supervised in a classroom or the school office.
- The office staff will telephone the child's parents using the contact numbers the school has been provided with. If the staff are unable to reach the child's parents they will telephone the emergency contact numbers we have been given.
- The Principal of the Pre-Preparatory School will be informed.
- Repeated attempts will be made to contact the child's parent or carers.
- The child will remain in the care of at least two members of Pre-Prep staff until 6pm. If necessary, appropriate arrangements will be made for the child to have a meal or snack.
- If the child has not been collected by 6pm the Principal will contact the Local Authority Duty Social Worker and act on the advice received.
- Incidents of late collection will be recorded by the Principal and discussed with parents or carers at the earliest opportunity.

### **App 2.4 The Junior School**

#### **2.4.1 Pupil supervision:**

- At least two members of the Junior School SLT are on duty in the playgrounds from 08:00 every morning and then again from 15:40 until 16:10 every afternoon.
- During the school day there is a rota of duty staff, clearly visible in High Viz jackets, in morning breaks and at lunchtimes.

#### **2.4.2 Non-arrival of a pupil at School:**

- If a pupil has been marked absent in morning registration by 8.40am, is not signed in late or registered in their period 1 lesson and no explanatory message has been



received by the School Office, the Junior School Welfare Officer will ring the parents or carers using the contact numbers we hold on our systems

- If we are unable to contact parents or carers and no message has been received by us about the whereabouts of a child by 10:00 then The Principal or Deputy Principal will contact the police or local authority.
- If a parent or carer believes that their child should be in School, the School Office will check again as to the child's whereabouts; in their lesson, a music lesson, at SpEx, with the School Nurse etc.
- If the child still cannot be located then the School's Critical Incident procedure will be activated and the duty member of Senior Team informed (See Point 2.5.5).

#### 2.4.3 Pupil missing during the school day:

- If a pupil is not marked present during afternoon registration or a teacher reports that a child is absent from their lesson without explanation, the Principal will be informed. All relevant pastoral staff will be informed and all appropriate checks made to find the child.
- If there is no known reason why the pupil should not be on site then parents / carers will be contacted to inform them of the situation and to check if the child has a commitment that the School was not aware of, e.g. a medical appointment.
- If the parent / carer believes that there is no reason for the pupil to have left the site then the School's Critical Incident procedure will be activated and the Senior Team informed (See Point 2.4.5)

#### 2.4.4 Pupil missing on a school visit / sports fixture:

Risk Assessments and emergency procedure guidance is in place for staff leading or supervising visits off the School site. Emergency contact details for parents/ carers are provided for staff, along with the support of the Deputy Principal who acts as EVC in the Junior School. Full details can be found in the School's Educational Visits policy and the Sport and Exercise Departmental Handbook.

#### 2.4.5 Critical Incident Procedure – Missing Child

- The Duty Member of SLT will immediately alert other senior colleagues to the nature of the incident, including informing the Principal.
- Support staff and other available teaching staff will be asked to organise a search of the School site, paying particular attention to cloakrooms, lavatories, playgrounds or free classrooms, where a pupil may have gone.
- Support staff (Porters or IT Services) may be asked to review CCTV records for signs of entrance / exit by the pupil.
- Appropriate pastoral staff will contact parents, carers and other relatives, in addition to known friends of the pupil, and ask them to make efforts to contact the pupil to establish their whereabouts.
- The Principal (or other Designated Safeguarding Leads in the Junior School) will, as soon as is practicable and after all reasonable efforts to locate or contact the pupil

have been made, make contact with the appropriate Local Authority Children's Services and, if necessary, the Police.

- The Head should be kept updated about the investigation process and will decide about informing the Chair of Governors, in addition to consulting with the appropriate authorities (LADO / Police) about appropriate information to share with parents, staff or any press / media enquiries.
- Pastoral staff will co-ordinate the provision of ongoing support, including access to the Chaplain and other counselling if necessary, for pupils in school who may be effected.

2.4.6 Once the child is located: the immediate priority is the safety and well-being of the child and all appropriate comfort and support should be provided without delay.

A full investigation of the circumstances of the incident will then be carried out by the Principal or a nominated member of SLT. Parents of the pupil concerned will be informed of the results of this investigation as soon as possible. The School will review its procedures and risk assessments in the light of the investigation and, if necessary, make appropriate adjustments.

#### **App 2.5 The procedure to be followed in the event of a parent or carer failing to collect a Junior School child at the appointed time**

Occasionally, parents and carers are unable to collect their child at the appointed time. In most cases, they are usually able to telephone the School to let us know that they will be late or to inform us that they have arranged for another adult to collect their child. We also employ a system called 'Waiters' for those children who are not attending an after school activity but whose parents/carers have informed the school that their child will be picked up later than the specified end of school day. These children are registered and supervised by a member of the SLT and/or the Librarian in the Junior School library. If a parent or carer does not arrive to collect a child at the appointed time and the parent or carer has not contacted the school, the following procedure will be activated:

- The child will be supervised in the library or the school office.
- The office staff will telephone the child's parents using the contact numbers the school has been provided with. If the staff are unable to reach the child's parents they will telephone the emergency contact numbers we have been given.
- The Principal of the Junior School will be informed.
- Repeated attempts will be made to contact the child's parent or carers.
- The child will remain in the care of a member of the Junior School SLT until 6pm. If necessary, appropriate arrangements will be made for the child to have a meal or snack.

- If the child has not been collected by 6pm the Principal or Deputy Principal will contact the Local Authority Duty Social Worker and act on the advice received.
- Incidents of late collection will be recorded by the Principal and discussed with parents or carers at the earliest opportunity.

## **App 2.6 The Senior School**

2.6.1 Pupil supervision: staff are on duty around the School before the start of the School day, during the School day and at key locations in the local area at the end of the school day. A full list of staff duties, patrols and associated risk assessments can be found in the staff handbook and on HERO.

2.6.2 Non-arrival of a pupil at School: If a pupil has been marked absent in morning registration at 8.30am, is not signed in late or registered in their period 1 lesson and no explanatory message has been received by the School Office, the School will contact parents by text message for a reason for their child's absence. This will be followed up by a phone call if necessary.

If a parent or carer believes that their child should be in School, the School Office will check again as to the child's whereabouts; in their lesson, a music lesson, at SpEx, with the School Nurse etc. The School's Well-being and Attendance Officer is available to support this process. If the child still cannot be located then the School's Critical Incident procedure will be activated and the duty member of Senior Team informed (See Point 2.6.5).

2.6.3 Pupil missing during the school day: if a pupil is not marked present during afternoon registration or a teacher reports that a child is absent from their lesson without explanation, the School Office will be informed. The relevant Head of Lower School, Middle School or Sixth Form will be contacted and, with the support of the Well-being and Attendance Officer, checks will be made to establish if the child has signed out of School (Sixth Form) or missed the lesson for a legitimate reason, e.g. visit to the medical centre. If there is no known reason why the pupil should not be on site then parents / carers will be contacted to inform them of the situation and to check if the child has a commitment that the School was not aware of, e.g. a medical appointment. If the parent / carer believes that there is no reason for the pupil to have left the site then the School's Critical Incident procedure will be activated and the duty member of Senior Team informed (See Point 2.6.5)

2.6.4 Pupil missing on a school visit / sports fixture: Risk Assessments and emergency procedure guidance is in place for staff leading or supervising visits off the School site. Emergency contact details for parents/ carers are provided for staff, along with the support of the Educational Visits Co-ordinators or a member of the Senior Team acting as a 24/7 emergency contact (for residential visits). Full details can be found in the School's Educational Visits policy and the Sport and Exercise Departmental Handbook.

2.6.5 Critical Incident Procedure – Missing Child

The Duty Member of Senior Team will immediately alert other senior colleagues to the nature of the incident, including informing the Head and Principal Deputy Head.

Support staff, other available Senior Team and teaching staff will be asked to organise a search of the School site, paying particular attention to toilet blocks or other locations on site, such as playgrounds or free classrooms, where a pupil may have gone.

Support staff (Porters or IT Services) may be asked to review CCTV records for signs of entrance / exit by the pupil.

Appropriate pastoral staff will contact parents, carers and other relatives, in addition to known friends of the pupil, and ask them to make efforts to contact the pupil to establish their whereabouts.

The Principal Deputy Head (or other Designated Safeguarding Leads in the Senior School) will, as soon as is practicable and after all reasonable efforts to locate or contact the pupil have been made, make contact with the appropriate Local Authority Children's Services and, if necessary, the Police.

The Head should be kept updated about the investigation process and will decide about informing the Chair of Governors, in addition to consulting with the appropriate authorities (LADO / Police) about appropriate information to share with parents, staff or any press / media enquiries.

Pastoral staff will co-ordinate the provision of ongoing support, including access to the Chaplain and other counselling if necessary, for pupils in school who may be effected.

2.6.6 Once the child is located: the immediate priority is the safety and well-being of the child and all appropriate comfort and support should be provided without delay.

A full investigation of the circumstances of the incident will then be carried out by the Principal Deputy Head or a nominated member of Senior Team. Parents of the pupil concerned will be informed of the results of this investigation as soon as possible. The School will review its procedures and risk assessments in the light of the investigation and, if necessary, make appropriate adjustments.

2.6.7 Pupils not collected from School: the majority of Senior School pupils make their own way to and from school by public transport or walking. On occasion when a pupil is due to be picked up by a parent who may be delayed, pupils are encouraged to seek help from Duty staff or Reception staff in the Charter Building or the Entrance Lodge where they can wait safely or alternative means of transport can be arranged for them.

### **Appendix 3:** From the policy on the Curriculum:

#### *Religious character and tradition of Highgate*

Highgate has a Christian heritage, while welcoming those of all faiths or none, and the ethos of the school relies heavily on Christian ethics (see separate document on Spiritual, Moral, Social and Cultural Development). Religious education serves to open all pupils' eyes to the spiritual dimension in their own and others' lives. It matters to us that our pupils are equipped to live a moral life informed by choices and values, and are helped to navigate their way through uncertain and changing times. Pupils learn about and discuss moral and ethical issues and study comparative religion, making them aware of the beliefs of others by whom they are surrounded in North London. There is no formal R&P in the Sixth Form, but all pupils attend a religious service weekly where they hear about religious and moral issues.

We promote principles which enable pupils to develop their self-knowledge, self-esteem and self-confidence. We are proud of our Christian tradition and heritage, while at the same time welcoming pupils of any faith or none. We aim for the school at all levels of teaching, management and decision-making and in our relationships, to act in the spirit of this tradition and to foster its values, many of which are of course shared by the other great world religions. Indeed, it is fundamental to the Christian faith that other religions are understood and respected. We therefore seek to ensure that the school is a place of safety and security where all pupils and staff feel respected and valued.

### **Appendix 4:** From the policy on Spiritual, Moral, Social and Cultural Education:

#### *Assemblies*

In the Pre-Preparatory School pupils attend a regular brief assembly, which may include a hymn, a prayer or a Bible story as well as a more general moral or religious element. The major festivals of all the major religions are explained and marked. In the Junior School the assembly arrangements are similar and three times a year there is a religious service (Harvest, Carol Service and before Easter). All pupils are expected to attend but it is understood that a number will wish to be quiet and respectful observers rather than active participants. The Chaplain frequently leads assemblies as well as religious services.

In the Senior School, the pattern for Years 7 and 8 is broadly similar, but one assembly (led by the Chaplain or an invited speaker) takes place in the Chapel and another in the Dyne House Auditorium; the former will usually include a hymn, prayer and a short address where the latter will have a general moral message. In Years 9 – 13, most pupils also attend Chapel once a week in their houses. On these occasions, at the same time, there is a Jewish Circle and (for those who are of a religion other than Christian or Jewish) a separate assembly for those of other faiths. The Jewish Circle has been active for over seventy years, dating back to the war-time evacuation of the Senior School to Westward Ho!: meetings, arranged by pupil officers, are conducted by visitors from Jewish organisations or a visiting Rabbi, assisted by pupils. Twice a term there is, as in the Junior School, a special school service in St Michael's Church and on these occasions Jewish Circle and the Assembly for other faiths also take place; sometimes separate services for Roman Catholics and Greek Orthodox take place. Years 7 and 8 attend St Michael's.

Voluntary services are held on some Sunday evenings and certain other special occasions (Ash Wednesday, St Michael's, Easter, Ascension and All Souls, Christmas). Pupils who wish to be are prepared for confirmation in the Church of England.

**Appendix 5:** From the School's Policy on Behaviour and Discipline

Exclusion from school, in accordance with the School's Terms and Conditions, can be a temporary withdrawal for a fixed term or a permanent exclusion. The School's procedures for dealing with temporary and permanent exclusions are mindful of the guidance "Behaviour and Discipline in Schools" (DfE, January 2016) and Exclusions Guidance (DfE, July 2017). The Head may at his discretion require parents to remove or suspend a child from the School, if he considers that the child's attendance, academic commitment or behaviour (including behaviour outside school) is seriously unsatisfactory and, in the reasonable opinion of the Head, removal is in the School's, the child's and other children's best interests.

**Appendix 6:** From the School's Terms and Conditions

Non-payment of fees may result in a pupil's attendance being suspended until the matter is resolved. Parents and carers should contact the Bursar to discuss any concerns over the payment of fees.

TJL, September 2017