REGISTRATION POLICY

Senior School

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Governor Committee: Education	
Policy Summary Statement: This Registration Policy lays out the mechanics of the registration process at the Senior School and should be read in conjunction with the School's Attendance Policy.	

Release Date:	Autumn 2024
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Registration Policy (senior School)

INTRODUCTION

This policy should be read in conjunction with:

- Attendance Policy
- Safeguarding Policy
- KCSIE 2024
- Missing Child Policy
- *Working Together to Improve School Attendance*: statutory guidance for maintained schools, academies, independent schools and local authorities, DfE, August 2024

This Registration Policy is intended to lay out the mechanics of the registration process.
Full details about the monitoring and analysis of attendance data and the promotion of good attendance are to be found in the Attendance Policy.

The School's Registration Policy aims to:

- Outline a clear and robust process by which pupils are registered in school, both in the morning and the afternoon sessions.

- Provide guidance for staff responsible for the registration of pupils to ensure accurate and timely daily registration.

- Outline the process by which requests for leaves of absence are made and by which parents should inform the school of unexpected absence.

RESPONSIBILITIES

The School's senior leaders (SLT), particularly the Assistant Head (Staff), will:

- Ensure that the School's timetable and day-to-day structures provide suitable adequate time within the school day for the purposes of registration.
- Promote the importance of, and the legal requirement for, accurate and timely registration.
- Ensure staff are familiar with the Registration Policy and understand the procedures for registration.
- Ensure that appropriate sanctions are in place for repeated lateness to school and/or for pupils who fail to follow the correct registration procedures (working alongside the DSL/Attendance Champion and being mindful of any context pertaining to a child's persistent absence/lateness)

The member of staff taking the register will:
- Ensure registers are accurate
- Ensure registers are completed on time
- Follow up any register discrepancies or unexpected absences in a timely manner by contacting the School Office to seek clarification on a pupil's whereabouts.
- Ensure information about trips or any activity where pupils will be absent from registration are communicated with the School Office and that the registration of those pupils is accurate and timely.

Registration Policy (senior School)

Form Tutors will:

- Ensure any communication regarding absences is communicated to the School Office, forwarding emails, letters, etc as necessary and reminding parents, when necessary, of the policy to communicate with the School Office in the first instance.
- Follow up with pupils regarding lateness to school, to ascertain the reason for lateness and when necessary, to inform the pupil of the resulting sanction.
- Communicate with parents where patterns of lateness emerge and/or where the pupil fails to register him/herself correctly, informing parents of the resulting sanction where necessary.
- Follow the requirements of the Attendance Policy with regards to monitoring absence and punctuality patterns.

The School Secretary will:
- Record and file information regarding communicated/known absence.
- Communicate with parents on any unexpected absence.
- Attempt to locate any missing pupil as per the Missing Child Policy.
- Ensure records on Engage are correctly maintained, ascertaining the reason for any unauthorised absences through communication with home.
- Be responsible for monitoring and passing on the reportable absences (more than 10 days unauthorised/failure to attend regularly) to the DSL/Attendance Champion.
- Follow the procedure laid out in the 'Children Missing from Education' policy in the event of an unexplained prolonged absence of a child.

Parents will:
- Communicate with the School Office and/or the Headmaster regarding all instances of known or planned absence.
- Inform the School Office of any emergency absence on each day of absence.
- Ensure their child arrives to school at the correct time each day.

IMPLEMENTATION OF THE POLICY

There are two registration periods:

1. Morning – registration taken by tutors between 0840 and 0845 using Engage.
2. Afternoon – registration taken in lessons at the start of period 5 between 1415 and 1420 using Engage.

Morning Registration:

- Taken within tutor groups by the tutor.
- The tutor is responsible for ensuring the register is accurate and completed on time.

Registration Policy (senior School)

- For the 1st -5th Form, pupils sit in silence as the tutor calls the register and records the results on Engage. For 6th Form groups, all pupils must be sitting quietly in the tutor room, and all pupils will be aware registration is taking place.
- Tutors use one of three registration codes:
  - Present (/)
  - Absent – reason not yet established (N)
  - Late before register closes (L)
- All other register codes are for Office use only.
- A pupil can only be marked as 'present' if they are physically in front of the tutor; if the tutor is aware of any information pertaining to absent pupils, this is to be communicated to the School Secretary via the 'notes' box on Engage or by forwarding any parental communication. The School Secretary will follow this up, ascertain the reason for the absence, and enter the correct absence code.
- Morning registration closes at 0845*

The only exception to this procedure for morning registration is on the morning of the "Statute Fair" in September when road closures necessitate a longer morning registration period.

Pupils who arrive late to School:

- Any pupil who arrives at school too late for morning registration must register with Serjeant Major at Lost Property until 0900 and thereafter in the School Office.
- There are sanctions in place for pupils who are repeatedly late or fail to register correctly.

Ingrams Prefects:

There are a small number of Sixth Form pupils who do not attend morning registration with their tutors as they are supporting the junior years in Ingrams House at this time. These pupils must register themselves at the School Office when arriving in School before heading to their Ingrams duty. The normal sanction procedures apply if they fail to do so.

Afternoon Registration:

- Taken by the subject teacher at the start of period 5 (1415) and recorded on Engage.
- The subject teacher is responsible for ensuring the register is accurate and completed on time.
- For the 1st -5th Form, pupils sit in silence as the teacher calls the register. For 6th Form groups, all pupils must be sitting quietly, and all pupils will be aware registration is taking place.
- Teachers use one of three registration codes:
  - Present
  - Absent – reason not yet established
  - Late before register closes
- All other register codes are for Office use only.
- A pupil can only be registered 'present' if they are physically in front of the teacher.
- Afternoon registration closes at 1420.

Registration Policy (senior School)

Signing out of School during the school day:

- Any pupil who leaves school outside of the normal times is to sign out at the School Office.
- When signing out at the School Office, pupils will be asked if their parents have communicated the absence to the School. If there is no record of this, the pupil may be asked to wait in the School Office whilst telephone confirmation with parents is sought.
- The only exception to this is if a pupil is sent home by the Health Centre. In this situation, the Health Centre will contact home, and the pupil will sign out at the Health Centre.
- There are sanctions in place for pupils who fail to follow the correct signing in/out procedures.
- Sixth Form pupils who have no timetabled lesson during period 5 will not be registered in this period. In these instances, the signing out system is used to maintain an up-to-date list of pupils on site.

Sanctions

- All instances of late arrival to school are followed up by the Form Tutor in conversation with the pupil, to ascertain the reason for lateness, to stress the importance of punctuality to school, and to address any barriers to punctuality that the pupil might be experiencing.
- Three instances of late arrival to school within one half term will result in a Housemaster/Housemistress 40-minute lunchtime detention, with the potential for escalation to a 75-minute after-school detention where no improvement is seen.
- Pupils who are on site but who fail to attend registration or to register themselves at the School Office in the correct way and/or pupils who leave site without following the correct signing out procedures receive an automatic after-school 75-minute detention. The Form Tutor communicates with parents in these instances.

Registration Codes

Full details and explanation of register codes can be found from page 76 onwards of *Working Together to Improve School Attendance*.

	Absence type	Symbol	Meaning
Teacher use	Absent – Reason not yet established	N	This code must not be left on the pupil's attendance record for more than 5 days. Once the reason has been established the code must be corrected by the School Secretary.
	Late before register closes	L	Pupil is absent when the register was started but arrived before the register closed.
	Present	/	Pupil is in school during morning/afternoon registration.
Office use only	Absence - Due to illness	I	Pupil is ill, can be used for physical or mental health related absences.
	Absence - Medical/dental	M	Absent for the session due to a medical or dental appointment.
	Late - After register closes	U	Used for every pupil who missed registration but arrived during the session.

Educational visit or trip with staff	V	School trip.
Sporting activity	P	Away fixture.
Absence - Education activity w/o staff (detail)	B	Transition day, college course, pupil is attending an external education setting.
Absence - Approved exceptional circumstances	C	Absence has been granted at the Headmaster's discretion.
Absence - Religious observance	R	The day is exclusively set apart for religious observance, one day only.
Absence - Attendance not required	X	Timetable does not require pupil to be in school.
Absence - Criminal justice detention	Y5	Pupil is in police detention, awaiting trial or sentencing.
Absence - Dual registered at another school	D	Where the pupil is registered at more than one school (e.g. hospital school)
Absence - Due to lack of access arrangement	Q	The Local Authority has failed to arrange transport for the pupil.
Absence - Education provision by LA (add detail)	K	Education outside of school that is arranged by the Local Authority.
Absence - Employment/education interview	J1	Absent to attend interview for employment or for another educational setting.
Absence - No school or LA transport	Y1	Usual school or Local Authority transport is not available.
Absence - Other or unknown circumstances	O	Used when the reason for absence is not established or school are not satisfied that the reason given is authorised. This unauthorised mark can remain on the pupil's record.
Absence - Other unavoidable cause	Y7	There has been an emergency that has prevented the pupil from attending school.
Absence - Parent travelling for work	T	The pupil is a mobile child and the parent is travelling for occupational purposes.
Absence - Part time timetable (under 16)	C2	Pupil has a reduced timetable and is granted a leave of absence.
Absence - Partial school closure	Y3	Part of the school is unavoidably out of use and the pupil cannot be accommodated elsewhere in school.
Absence - Planned whole school closure	#	Used during half terms and bank holidays, up to five non-educational days or where the school is used as a polling station.
Absence - Public health guidance	Y6	To limit the spread of infection the pupil has been advised not to attend school.

Absence - Regulated performance or employ abroad	C1	Pupil is performing in a show.
Absence - Suspended or permanently excluded	E	Can only be used for five days, after that the pupil must be on roll at alternative provision.
Absence - Unauthorised holiday	G	The school has not granted permission for the pupil to be absent for the purpose of a holiday, permission cannot be granted retrospectively.
Absence - Whole school closure (unexpected)	Y4	School is unavoidably closed e.g. adverse weather.
Absence - Widespread disruption to travel	Y2	There is a local, national or international emergency meaning that travel has been disrupted.
Absence - Work experience	W	Provided by the school or Local Authority for the purpose of education.
Prospective pupil - not on admission register	Z	Where a pupil is registered in advance of the pupil joining to ease administration burdens.
Study leave	S	To be used sparingly, not used as default once the syllabus is complete