



# ST PAUL'S SCHOOL

## Juniors

# Registration & Attendance Policy

Author/reviewer responsible:	Pastoral Deputy Head	ISI DOC CODE:	15a
Reviewed by:	SPJ SLT	Date of last review:	June 2022
Authorised by resolution of:	Edu GB	Date of authorisation:	Pending
Applicable:	SPJ	Date of next review:	June 2023

**This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to: [policyquery@stpaulsschool.org.uk](mailto:policyquery@stpaulsschool.org.uk)**

## **1. Policy Statement**

- 1.1 For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal and social development among pupils. A child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of significant harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

## **2. Aims**

- 2.1 This policy aims to provide a clear, consistent and cohesive framework which conforms with statutory requirements and that promotes high levels of attendance and punctuality of pupils at the School, as well as outlining clear procedures for identifying and addressing situations where pupils fail to attend regularly or punctually, or go missing, so that:
- Procedures and lines of responsibility within the School are clear as regards:
    - Attendance and Registration;
    - Authorisation and Clearance of Absence (including Exeats) and Lateness;
    - How sanctions are used to reinforce expectations of attendance and punctuality;
    - How and when to report concerns, including identifying and addressing any situation where a pupil goes missing from School;
  - Staff, parents and pupils are aware of, understand and can readily comply with statutory regulations and School rules governing attendance;
  - Absences and instances of lateness are identified and recorded systematically and accurately and followed up quickly and appropriately in ways that promote high levels of attendance and punctuality;
  - The School fulfils its responsibility to notify the local authority when pupils register or de-register outside standard transition times.

## **3. Statutory Framework**

- 3.1 The legal framework governing school attendance is summarised in School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (November 2016), published by the Department for Education (DfE). The School also complies with guidance published by the Independent Schools' Inspectorate (ISI) and advice published by the Richmond Local Education Authority (LEA), regarding school attendance, which can be found on the [richmond.gov](http://richmond.gov) website.

#### **4. Responsibilities of Parents**

- 4.1 Parents with a child of compulsory school age have a legal duty to make sure that their child receives efficient full-time education suitable to their age, aptitude and ability (and to any special education needs they may have). Compulsory school age lasts from the term after a child's fifth birthday up to the last Friday in the month of June in the academic year of their eighteenth birthday.
- 4.2 Parents are responsible for informing the school on any occasion when their son is unable to attend school due to illness or a medical appointment, providing the reason for non-attendance. This should be done by emailing or telephoning the School Office as far as possible in advance and by the very latest, early in the morning of the day of the absence.
- 4.3 Parents wishing to take their son out of School for exceptional reasons (such as attending a funeral or wedding, religious observance, an emergency operation, or involvement in a regional or national extracurricular competition) must seek authorisation for the absence from the School by writing to the Head in advance of the proposed date(s) of absence. The Head will either authorise the requested absence or inform the parent that their request cannot be authorised.
- 4.4 Where parents need support to prevent their child from truanting or habitually arriving late, the School may offer to enter into a Parenting Contract. This is a voluntary agreement between the parent and school under which the parent agrees to comply with certain requirements and the School agrees to provide them with the support that they need.
- 4.6 When parents/guardians are to be away from home overnight during term, they are required in the contract with the School to inform us of the name and contact number for a temporary guardian. This information should be provided to the Form Tutor and copied to the School Office.

#### **5. Responsibilities of Pupils**

- 5.1 Pupils have a responsibility to attend school when they are fit and well and to arrive at School in time for registration (morning and afternoon) each day during term time.
- 5.2 Failure to attend school regularly or punctually without good reason constitute breaches of the School's Behaviour, Rewards and Sanctions Policy and may lead to formal disciplinary action being taken.
- 5.3 Pupils have the responsibility if they are late arriving to school to sign in at reception. Failure to sign in upon arrival may lead to a sanction being given.

#### **6. Responsibilities of the School**

- 6.1 The School has a legal responsibility for taking and maintaining an accurate School Register of all pupils twice each day throughout term time: once at the beginning of the day and once at the start of the afternoon session.

- 6.2 Every entry in the School Register must be preserved for a period of six years after the date on which the entry was made. Likewise, a back-up copy of the School Register will be retained for six years. The register must be kept from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the School.
- 6.3 If a pupil fails to attend on the agreed or notified date, the School must establish the reason for the absence and mark the attendance register accordingly.
- 6.4 The School must notify the local authority within five days of adding any pupil's name to the register where that pupil is added to the register at the start of any year other than the SPJ Lower First Year and must provide the local authority with all the information held within the admission register about the pupil.
- 6.5 Where the parent of a pupil notifies the school that the pupil will live at another address, the school must record in the admission register:
- The full name of the parent with whom the pupil will live
  - The new address
  - The date from when it is expected the pupil will live at this address.
- 6.6 Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, the school must record in the admission register:
- The name of the other school
  - The date of when the pupil first attended, or is due to start attending, that school.
- 6.7 The School will also inform the relevant LEA and/or Children's Social Care, as appropriate, immediately if:
- A single absence raises child protection concerns (see the Missing Pupil Policy and the Safeguarding and Child Protection Policy);
  - A pupil has ten days of unauthorised absence in a school year (other than for reasons of sickness or leave of absence);
  - A pupil of compulsory school age is to be deleted from the school register when the next school is not known. In this last case, the School is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.

## **7. Registration Procedure**

- 7.1 The Form Tutors of pupils have primary responsibility for registering their tutees in the morning and afternoon. All pupils are registered electronically using the iSAMS system on the school network. The morning registration can commence once the bell has rung at 8:20am and pupils should be registered by 8:25am. The afternoon registration commences at 1:15pm and pupils should be registered by 1:20pm.
- 7.2 Morning Registration
- Form Tutors must register boys as **Present, Absent or Late**.

- Only boys who are actually in the Form Room at the time of registration should be marked as present, even if the Form Tutor had seen the pupil in school earlier in the morning.
- Those boys attending before school clubs are registered by the teacher in charge of that club (Drama, Music, etc).
- Boys who miss morning registration due to an individual music lesson should register with the Music Administrator in the St Paul's Juniors Music Office by 8:25am.
- Any boys who arrive after 8:25am should be marked as Late unless they take a school bus to SPJ
- The School Office will produce a list of all pupils who are absent from school and will email this list to all teaching staff before the start of Period 2.
- If a pupil on the absentee list is in class (or it is known that the pupil was present in the lesson during period 1) then the member of staff should reply to the email to say that the pupil is present. An explanation should be sent to the School Office, in person or via email to explain why the pupil missed registration.
- At 9.45am, the School Office will telephone parents of pupils who are absent to determine why they have not arrived in school.

### 7.3 Afternoon Registration

- Form Tutors must register boys as **Present, Absent** or **Late**. As with morning registration, only boys who are actually in the Form Room at the time of registration should be marked as present.
- Boys who miss afternoon registration due to an individual music lesson should register with the Music Administrator in the St Paul's Juniors Music Office at 1:20pm.
- Any boys who arrive after 1:20pm should be marked as Late.
- If a group of children are expected to be out of school during the afternoon and will miss afternoon registration, the organiser of the activity must provide the School Office with an accurate list of all those pupils who are going to be off site.
- At the start of period six, the School Office will email a list of names of pupils who have not been registered to all staff. If a pupil on that list is in class, then the member of staff should reply to the email to say that that pupil is present.
- If a pupil appears to be missing (unauthorised) from afternoon registration but was present during morning registration, then the procedure for what to do when a child goes missing should be followed. This can be found on the SPJ intranet in the policies section.

## 8. Procedure for Following Up Absence

### 8.1 The School Office staff will follow up any absences promptly to:

- Identify whether or not an absence is authorised;
- Ascertain the reason for an absence being recorded;
- Ensure the proper safeguarding action is taken (see Safeguarding and Child Protection Policy)

### 8.2 The School Office staff must identify the code to be entered in the School Register. These are as follows:

Code	What we use it for.	Meaning (see explanatory key below
B	Attending approved education activity	P
C	Cleared Absence	AA
E	Excluded	AA
F	COVID-19 Related Unauthorised Absence	UA
G	Unauthorised Holiday	UA
H	Authorised Holiday	AA
I	Illness	AA
L	Late	P
M	Medical or dental appointment	AA
N	Reason for absence not yet provided	UA
O	Unauthorised absence	UA
P	Supervised sporting activity	P
R	Religious observance	AA
U	Late arrival, authorised	UA
V	Educational visit or trip	P
X	Not attending in circumstances related to coronavirus (COVID-19) or not required to be in school	P
Y	Exceptional weather	AA
#	School closed to pupils	AA

## Key

**P** – means this should be classed as present in education even though they might be out of school.

**AA** – means Authorised absence

**UA** – Unauthorised absence

## **9. Procedures for Following Up Lateness**

- 9.1 If a pupil arrives after 8:25am or 1:20pm, he is late. Pupils should not be sent to reception to register as this might cause them to walk through another bubble. Form teachers should email reception if a pupil arrives late to Form Time and the register has already been taken.
- 9.2 Authorised lateness will only be given to those boys travelling via a school bus. If boys travel via one of the shuttle buses, by car or on foot then their lateness will not be authorised.
- 9.3 At the end of each week the School Office will notify the Form Tutor by email when a pupil has been recorded as arriving late that week. If a pupil is late five times in any particular term, the Form Tutor will get in touch with his parents to express concerns about his punctuality. The Head of Year should be informed that this communication has happened and a Pastoral Observation added to the Pastoral Module section of iSAMS. If the pupil is late on five further occasions in the same term, the Head of Year will contact the parents regarding the issue of punctuality. Upon five further incidents of lateness, the Pastoral Deputy Head will arrange a meeting with parents.

## **10. Responsibilities for Managing and Monitoring Attendance**

### ***The School Office will:***

- Maintain the school's absence and lateness records accurately;
- Provide a daily list to all teachers of those boys who have not been marked as present;
- Contact parents by telephone if their son has not been marked as present;
- Inform Form Tutors by email at the end of each week when a pupil has been recorded as 'late';
- Inform Form Tutors and Heads of Year if a pupil has been collected late at the end of the school day (in cases where a telephone call has had to be made to a parent or carer);
- Alert the Pastoral Deputy Head (DSL) to any apparent persistent patterns of non-attendance.

### ***Form Tutors will:***

- Monitor records of lateness as provided weekly by the school office and contact parents if a pupil has been recorded as late five times in a term, copying in the Head of Year;
- Inform the Head of Year if a pupil has been recorded as late for an additional five times in any particular term;
- Alert the Pastoral Deputy Head (DSL) to any apparent persistent patterns of non-attendance.

### ***The Heads of Year will:***

- Contact parents if their son has been recorded as late on ten occasions in any one term;
- Meet with parents if their son is persistently dropped off early or has been persistently collected late at the end of the school day;

- Inform the Pastoral Deputy Head (DSL) of any concerns that they have regarding a pupil's repeated late arrival, late collection or non-attendance.

***The Pastoral Deputy Head (Designated Safeguarding Lead) will:***

- Review the registration and attendance policy annually or as necessary in response to statutory changes;
- Follow up with any teachers or Form Tutors who routinely fail to complete registers during the Registration Periods;
- Meet with parents to discuss concerns about persistent non-attendance and consider whether the instigation of a Parenting Contract is appropriate;
- Contact the relevant LEA with any concerns about any pupil's attendance and in any case where:
  - a pupil has ten days of unauthorised absence (other than for reasons of sickness, confirmed by medical evidence)
  - a pupil of compulsory school age is to be deleted from the school register at a non-standard time (see 11)
  - a pupil joins at a non-standard time (see 11)
- Contact Children's Social Services where a single absence or repeated absences raise safeguarding or child protection concerns (see the Missing Pupil Policy and the Safeguarding and Child Protection Policy)

***The Head will:***

- Consider parental requests for absence in exceptional circumstances and inform the Form Tutor, Head of Year, Pastoral Deputy Head and School Office where this has been granted;
- Meet with parents where serious concerns have arisen about their son's non-attendance or lateness.

## **11. Pupil De-registration Outside Standard Transition Times**

- 11.1 There is a statutory duty for schools across all sectors to inform the Local Education Authority of any children whose names are removed from the admission register outside of the standard transition points. Schools are required to specify under which of the fifteen reasons the child was removed.
- 11.2 There is a clear view that children who are not in school for any period of time are vulnerable and we have a duty to minimise the number of children who are currently missing education.
- 11.3 To ensure that there is a consistent process across all schools a data sheet is used to record and send any names of children being admitted to or leaving the school, including the reason for withdrawal. To do so, the advisor for Richmond should be contacted in order that a secure upload invite is sent submitting the relevant data.
- 11.4 Schools are expected to provide their Local Authority with information when registering new pupils within five days, including the pupil's address and previous school (where they can reasonably obtain this information).

**For admissions and de-registration:**

- If a new school for the child is known and named, the form will be sent to Richmond's School Admissions Service to make contact with the new school and/or Local Authority and confirm that they are on roll.
- If a new school is not known, the form will be passed to Richmond's Education Welfare Service to investigate and follow up appropriately. For these children where a referral to SPA or additional information may be needed, St Paul's Juniors will complete this process.

**For deletions or additions at non-standard transition points:**

- The Local Authority must be notified no later than the day when a pupil's name is deleted from the school register and within five days of adding a pupil's name to the admission register.
- Standard transition times for St Paul's Juniors are 7+ (for entry only), 8+ (for entry only), 11+ (for entry only) and 13+ (for leavers who are not transferring to St Paul's School).