

## RISHWORTH SCHOOL: REGISTRATION POLICY

*Available to staff via School's Internal Policy Library and Staff Handbook*

<i>Review Initiated by</i>	<i>JMS</i>
<i>Last Review</i>	<i>Michaelmas 2017</i>
<i>Next Review</i>	<i>Michaelmas 2018</i>

### 1.0 Purpose

- 1.1. This policy outlines the requirements which the School must meet for the registration of its pupils' absences and attendances and the procedures it follows to meet those requirements. The policy applies to all pupils who attend Rishworth, both boarding and day.

Central to this policy is that pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary.

- 1.2. By having, and following, this policy the School aims to:

- promote excellent pupil attendance and reduce absence, including persistent absence;
- ensure every pupil has access to full-time education to which they are entitled; and
- act early to address patterns of absence.

- 1.3 Parents are expected, at all times, to perform their legal duty by ensuring their children of compulsory school age who are registered at Rishworth attend regularly.

- 1.4 Pupils are expected, at all times, to attend registration and their lessons punctually.

### 2.0 Requirements

- 2.1 These requirements are contained in:

- The Education Act 1996 – sections 434 (1) (3) (4) and (6) and 458 (4) and (5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulation 2010
- The Education (Pupil Registration) (England) (Amendment) Regulation 2011
- The Education (Pupil Registration) (England) (Amendment) Regulation 2013
- The Education (Pupil Registration) (England) (Amendment) Regulation 2016

- 2.2 These requirements are summarised in the DfE publication 'School Attendance, guidance for maintained schools, academies, independent schools and local authorities' (November 2016) and guidance is taken from the DfE publication 'Children Missing Education' (September 2016) which (in addition to the above requirements)

further references the Education Act 1996 (Section 7, 8, 14 and 19) and the Education and Inspections Act 2006 (Section 4 and 38).

The requirements are further summarised in the Independent Schools Inspectorate Handbook 'Commentary on the Regulatory Requirements' September 2016.

As set out in Working Together to Safeguard Children statutory guidance, Rishworth School works closely with the Calderdale Safeguarding Children Board to implement a 'First Day Calling Procedure' (see procedure below).

- 2.3 A pupil's name must be included in the register from the beginning of the first day on which the pupil is to attend Rishworth.
- 2.4 The register is to be completed at the start of each morning session and once during each afternoon session.
- 2.5. The register must show whether the pupil is:
  - (i) present;
  - (ii) absent;
  - (iii) attending an approved educational activity outside school (approved by the School and supervised by a person also approved by the School, including work experience or sporting activity);
  - (iv) unable to attend through exceptional circumstances (unavoidable closure of the School site or part of it; unavailability of transport provided by the School, or local authority, where the home is not within walking distance);
  - (v) taking authorised absence (granted leave of absence by the School; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
  - (vi) taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).
- 2.6 A pupil must not be marked present at the point registration occurs unless (s)he is physically present.
- 2.7 Where a pupil is attending another school at which he/she is a registered pupil he/she must be marked in the attendance register as attending an approved educational activity.
- 2.8 The list of codes to be used to indicate attendance and absence are taken from the DfE standard set of codes and are set out in the scheduled appended.
- 2.9 The designation N (No reason yet provided for absence) is first to be entered when no reason has yet been provided for absence, and is later corrected.

- 2.10 **The designation N (No reason yet provided for absence) must never be allowed to remain in a register indefinitely: it must be corrected to the appropriate symbol as soon as possible and always within two weeks of that symbol having been entered.**
- 2.11 Any correction to an original entry must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made distinguish clearly between the original entry and the correction, save when the symbol N is used, in which case overwriting is allowable electronically.
- 2.12 The School, through the Bursar's office, operates a backup system for the storage of all electronic information. Please refer to the Rishworth School ICT Backup Policy for details. In addition to this policy a copy of the Admissions Register is created termly and saved to disk monthly.
- 2.13 It is the Tutor's responsibility to spot patterns of absence and act upon them without delay. This will include speaking with a pupil and, as necessary parents. The relevant Head of Section should be informed of any initial action and will intervene as necessary, should this be required.
- 2.14 The School registers boarding as well as day pupils and sixth form students.

### **3.0 Absence**

- 3.1 It is the School's policy (and the DfE directive) that pupils should not miss School for any but the most exceptional circumstances. Family holidays, for example, would not normally be considered as an exceptional reason. Where such absences are genuinely unavoidable (for example, a family wedding or medical appointment) a Request for Pupil Leave of Absence Form should be completed and forwarded to the Headmaster, requesting the absence for the pupil and outlining the reason(s) for the request. Copies of the form can be obtained from the Form Tutor, the School Office or downloaded from the School's website. A minimum of two weeks' notice is expected in every case. Parents are responsible for making sure that their children receive a full-time education. If a child fails to attend school, under current legislation, parents may be guilty of an offence and can be prosecuted.
- 3.2 The school has a duty to follow up any unexplained absences to:
- Ascertain the reason;
  - Ensure the proper safeguarding action is taken;
  - Identify whether the absence is approved or not; and,
  - Identify the correct code to use before entering it on the school's electronic register, or management information system which is used to download data to the School Census.
- 3.3 Where a pupil has not returned to school for **10** days after an authorised absence or is absent from school without authorisation for **20** consecutive school days (28 days

in the case of exclusion for non payment of fees for UK resident pupils, 10 days in the case of any pupil where the School sponsor their TIER 4 visa in order to comply with immigration rules as per Clause 9.10 of the Terms & Conditions), the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

- 3.4 The School has a legal duty to report certain attendance issues to its local authority: 10 days unauthorised absence (other than for reasons of sickness or leave of absence); failure to attend regularly, and deletion from the school register when the next school is not known. In the last-mentioned case, the School is required to report the circumstances as soon as possible to the local authority in which the pupil lives.
- 3.5 The School will inform the local authority (where the child is a UK resident) when a pupil's name is to be deleted from the admissions register on certain grounds, namely (i) when the child has been taken out of school to be home educated; (ii) when the family has apparently moved away; (iii) when the child has been certified as medically unfit to attend; (iv) when a child is in custody for more than four months; or (v) the child has been permanently excluded. (It may be necessary to make, as appropriate within any existing rules and guidelines, an additional report to the Immigration Authorities where the child is an international student.)

#### **4.0 Procedure**

- 4.1. Registration takes place twice daily - morning registration commences at 8.40am and concludes at 8.45am and afternoon registration at commences at 1.30pm and concludes at 1.40pm.
- 4.2 Registration will be taken electronically, save in exceptional circumstances (e.g. system failure) when it will be taken manually (see below).
- 4.3 Before Registration Tutors will collect a labelled plastic folder for their Form from the Common Room table. This folder will contain a Form list (for use when system failure occurs, etc), a list of codes to record pupil attendance and absence, and any other notices.
- 4.4 Tutors will need to attend their Form Rooms **no later than 8.35 am** each morning to log on to 3sys and be ready to take Registration at 8.40 am prompt; this five minute window is needed to ensure that the system has time to become operational for morning registration; it is not envisaged that the same window will be needed for afternoon registration, but it is important that registration is always undertaken promptly.
- 4.5 The list of codes to record pupil attendance and absence must be used at all times.

4.6 Tutors will take their plastic folder to the Assembly Hall when there is an assembly or return it to the School Office when there is not. Any pupils arriving late for registration must sign his or her name in the 'Late Book', which is kept at the back of the Assembly Hall during whole-school Assemblies, or report to the School Office, where the Late Book is at other times located. The Deputy Head is responsible for ensuring that the 'Late Book' is in the Hall at the beginning of each assembly.

4.7 **First Day Calling Procedure**

If a day pupil has failed to arrive by 9.20 am, and no explanation for non-attendance has been received from the parents or guardian, the School Office will make reasonable enquiries of the parents, guardian or other stakeholders as to the reason for the pupil's non-attendance and record we have completed these procedures (see below). It will, as soon as possible, make the same enquiries of boarding staff in respect of any boarder whose non-attendance at registration has been marked with the symbol 'N'. The School Office will amend the electronic register when information about a pupil's absence has been obtained or verified. In any event the School Office will add to each Form's plastic folder a printed absence list for that Form by 10 am each day; this information can then be used for fire procedures.

Procedure:

- Registers saved by 9.00am.
- Late children checked and registered.
- Absence emails and answer machine messages listened to.
- Check lessons to see if pupil has arrived but not signed in at Reception.
- First text sent to parents by 9.40am asking for a response.
- If no reply a second text or email is sent requesting a response.
- By 10.20am the Headmaster or DSL should be informed of any child still unaccounted for.
- If still no response, start calling, ringing down all contacts on our system until a reply is received including social workers etc.
- Continue throughout day to try to make contact using contact list and if known, child's own phone number.
- If child does not present in school on second day, there has been no contact received from any of the contacts and the child's whereabouts are unknown, contact Police. This should be done using the 101 number.

4.8 On the day that a pupil returns to school, he/she should provide explanation for their absence from a parent or guardian. This can be in the form of a letter, email or telephone call and is submitted to the School Office and added to the pupil's file. If explanation has not been received by the second day after a pupil's return from absence, the Tutor should telephone the parent/guardian concerned and inform them that the absence will be counted as an unauthorised absence unless a note is received the next day; any such note, once received, should be dealt with in the manner just outlined.

- 4.9 Afternoon registration, Tutors to register in form rooms without having to collect their pack. Should there be a powercut or the system is not working paper copies of the form lists will be kept permanently in the form rooms or they can be collected from the School Office.
- 4.10 Any unaccounted for absence at afternoon registration must be acted on immediately by the School Office, and a member of Senior Staff informed as soon as possible. If there is any reason to believe that a child is in immediate danger or at risk of harm, a referral will be made to Children's Social Care or the Police as appropriate.
- 4.11 Manual Registration - When for any reason registration cannot be taken electronically, Tutors should use and complete the form list contained in the Form's plastic folder; this will then be transferred on to the electronic system by the School Office as soon as possible.
- 4.12 For the purposes of the Fire Procedures, a member of the School Office will take to the designated assembly point all the plastic folders containing each Form's registration sheet and a printed absence list for that Form for that day, together with the Late Book (if needed); the folders will then be distributed to Tutors for a roll call to be taken.
- 4.13 Registration is to be used by Tutors as an opportunity to check uniforms and deal with other pastoral matters and to ensure that pupils attend lessons in a tidy and orderly manner.
- 4.14 It is a tutor's responsibility to monitor the attendance of their tutees. Where there is a concern, the matter should be discussed with the appropriate Head of Section or Senior Manager. Where an attendance problem is identified in that conversation, and as the first line of contact with parents, the Form Tutor will liaise with parents about the matter in the first instance. It is important that any contact is in writing so that a full record of any dialogue can be kept should the matter need to escalate. As a guide, we expect students to have full attendance. However, there will be occasions when, for example, a tutee is unwell and kept off school. Tutors should raise the matter as a potential attendance issue where absence becomes significant in scale or appears to be following a pattern. Letters are sent home if attendance falls below 90%.
- 4.15 A copy of this policy is available to Tutors and the School Office via the Policy Library on the school system.

## **5.0 Registration for Y11 and Sixth Form Pupils on Wednesday afternoons**

- 5.1 Tutors should ascertain and record at Wednesday am registration those pupils' who are authorised to be absent in the afternoon: for instance, for a fixture, off sport, or any other reason.
- 5.2 All Y11 and Sixth Form pupils remaining in school on Wednesday afternoons should attend registration, as normal, at 1.30pm – **this includes boarders.**

- 5.3 The Head of Sixth Form will provide tutors with a copy of letters excusing a student's attendance from sport as soon as possible, these should be placed in the student's file and the Register marked with the appropriate symbol.
- 5.4 Owing to last minute changes to sports teams, the PE Department will provide the School Office with the final team sheets **before** travel and the member of staff in charge will do the same for those pupils who participate in Wednesday afternoon activities off site. **Note:** The PE Department will also provide the member of senior staff on duty on Saturday mornings with copies of the final team sheets, these are available to view in the School Office.
- 5.5 Those pupils authorised to be excused from sport may leave school during lunchtime but must sign out at the School Office and provide a reason. If a pupil leaves school without following this procedure, the School Office will contact the Tutor so that appropriate action can be taken.
- 5.6 Boarders remaining in school (in their Boarding House area) but who wish, for example, to go to the bank or leave school for some other reason, must sign out and sign in on their return. Sanctions should be imposed on those pupils who fail to follow this procedure.

## **6.0 After School Arrangements for Sixth Form**

- 6.1 6<sup>th</sup> form students who wish to remain in school after the buses leave must record their attendance by signing in with the member of staff on duty in the Library. The students can then spend their time in the Sixth Form Centre rather than in the Library, but must return to the Library to sign out before they leave school.

**JMS**

## APPENDIX 1

### CODES TO RECORD PUPIL ATTENDANCE AND ABSENCE

Code	Description
/\	Present in school during registration
B	Off-site educational activity
C	Leave of absence authorised by the school
D	Dual registered – at another educational establishment
E	Excluded but no alternative provision made
F	Agreed extended family holiday
G	Holiday (not authorised by school or sessions in excess of agreement)
H	Holiday authorised by school
I	Illness (not medical or dental appointments)
J	Interview
L	Late arrival before the register was closed
M	Medical or dental appointment
N	Reason for the absence not yet provided
O	Absent from school without authorisation
P	Supervised sporting activity
R	Day set aside exclusively for religious observance
S	Study leave
T	Gypsy, Roma and Traveller absence
U	Arrived in school after registration closed
V	Educational visit or trip
W	Work experience (not work based training)
X	Untimetabled sessions for non compulsory school age pupils and not required to be in school
Y	Partial and forced closure (enforced closure)
Z	Pupil no on admission register
#	School closed to all pupils - planned whole or partial school closure

## APPENDIX 2

### **THE ADMISSIONS REGISTER**

For each pupil, the admission register must be accurate, up to date and contain:

- Name in full;
- Sex;
- Name and address of every person known to the School to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which holds parental responsibility (as outlined in the Children Act 1989, Section 3)
- Where a parent has notified the School that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practical to ascertain.
- Date of admission or re-admission to the school and details of the school last attended.
- 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: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.
- The School will notify the local authority when they are to remove a pupil's name from the school admission register except when the pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education. We consider end of Nursery and end of Sixth Form.
- The School will notify the local authority within **5 days** of adding a pupil's name to the admission register at a non-standard transition point.

### **Amendments to the Admission Register and Attendance Register**

- Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

### **Preservation of the Admission Register and Attendance Register**

- Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

We use the DfE guidance Children Missing Education 2016 for removing students from the Admissions Register.