



King's High School

Registration and Attendance Policy

Policy:	<i>Registration and Attendance</i>
Applies to:	<i>King's High School Staff and Pupils</i>
Authors:	<i>Deputy Head (Pastoral)</i>
Approved by:	<i>KHS Committee, June 2017</i>
Reviewed:	<i>1 July 2019; 1 July 2020</i>
Signed:	<i>S Burley, Deputy Head</i>

The school follows the regulations of the DfE on registers 'School attendance – statutory guidance and departmental advice' (November 2016) and also guidance in the Keeping Children Safe in Education (KCSIE) September 2020 with special note of missing children section. Queries can usually be addressed by reference to the DfE web site: <http://www.DfE.gov.uk/schoolattendance/legislation/index.cfm>

Two sorts of register are kept:

- admissions
- attendance

Pupils join the school roll on the expected first day of attendance and are listed in both admissions and the attendance registers from that day. Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.

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.

If a pupil has accepted a place at the school and fails to attend, the school follows up the absence, establishes the reason and marks the register accordingly. This is done from the first expected date of attendance. Any amendments made to the admissions and attendance registers will include: original entry, reason for amendment, date amendment made, name and position of person who made the amendment. Admissions and Attendance registers are to be kept for three years after the date on which the entry was made.

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.

Admissions Register

The following details are recorded for every pupil and it is noted that King's High is a day school:

- name in full
- sex
- name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
- from September 2016, where a parent notifies a 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 practicable for the school to ascertain this information
- at least one telephone number at which the parent can be contacted in an emergency
- day, month and year of birth
- day, month and year of admission or re-admission to the school
- name and address of the school last attended, if any
- an indication of day attendance (or boarding in schools which include boarders)
- the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

Children at Risk of Missing Education

Parents are asked to inform the school of any changes whenever they occur. School will inform their local authority e.g. Warwickshire County Council of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children)
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- Have been permanently excluded.

The local authority will be notified in advance of the deletion, when the school becomes aware that the deletion will be made.

School will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more. The local authority has a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. The local authority should trace those children and ensure that they receive full-time education.

Attendance Register

The school recognises that there is a strong statistical link between attendance and attainment; the attendance register is a tool in the work of King's to drive up standards and pupil attainment. Wherever possible, unnecessary absence is prevented and where the absence is unavoidable pupils are helped to catch up on the work that they have missed. Pupils who have a poor attendance record might need additional support and the school aims to identify them from its registers.

Attendance records are taken at the start of each morning session and during each afternoon session when the school is open. Afternoon registration is normally taken before afternoon lessons. On each occasion registers show whether each pupil was:

- present
- absent
- present at approved educational activity
- unable to attend due to exceptional circumstances.
- taking authorised absence (granted leave of absence by the proprietor or a person acting on the proprietor's behalf; 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);
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

The school uses the normal school codes (see attached).

The only personal information in the attendance register about pupils is their name.

The school uses national attendance codes as given in the DfE regulations of November 2016 and will use the code Y * where exceptional circumstances prevent pupils from attending school because:

- The school site, or part of it, is closed due to an unavoidable cause
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). This code is collected in the School Census for statistical purposes.

This code will only be entered by the Attendance Officer under the prevue of the DH(P) and Head.

Registration Procedures

All pupils will be registered each morning and afternoon (Appendix 1). Each Form Teacher (or substitute) has access to the electronic registration system or a paper back up and will be responsible for Form Registration.

This duty should never be delegated to a pupil. The register should be filled in as indicated in the guidance notes. This is a legal document and accuracy is therefore of great importance. DfE guidance on any alterations to registers are followed.

Any pupil not physically present at Registration should be marked as absent in the Register unless the Form Teacher has received formal notification of the reason for the absence. This notification must be signed by the Form Teacher and dated and sent to the Attendance Officer on receipt of it.

Any pupil arriving late should sign in at the earliest opportunity, indicating the reason for the delay. Form Teachers should remind pupils of this and monitor.

The Attendance Officer will compile a list of absentees which will be posted on the staff room notice board.

Should there be a question about the whereabouts of any pupil marked absent (i.e. no telephone message received from the parent giving a reason for the absence), then the School will text the nominated parent, stating for example 'Your daughter is currently showing as absent on our register. Registration is a legal requirement. Please can you speak to your daughter about this.' Parents are notified in the handbook of our procedures on unexpected absences.

If a teacher knows of a reason why it would be inappropriate for the Attendance Officer to contact the parents of absentees, they should inform the Attendance Officer and arrange for a senior member of staff to deal with the issue.

Parents are informed via the Pupil's Handbook of the need to contact the school by **9:15** on the first day of absence. Further contact is not required for continued absences that have been explained on **day one**. **Parents are required to write to the school or return an absence note giving the reason for absence on the pupil's return. A telephone message is insufficient for official records.**

If it is known that a pupil will be absent for any part of the day, or leaving school early, then there should be a note to that effect sent to the Attendance Officer with the absentee list. Any pupil leaving or arriving at the school during the school day must sign out/in as appropriate.

If a pupil leaves school during the course of the day, i.e. through illness, then the School Office must be informed. Any pupil who goes home because of illness must arrange this through matron and/or the School Office.

If a pupil is absent at afternoon registration, and this absence cannot be accounted for/is not authorised, the Form Teacher should notify the office immediately. A delay in this process may have serious consequences.

Marking Attendance Registers

Guidance on the codes to be used is in each register folder. Any queries can be sorted out with the Attendance Officer in the School Office or the Deputy Head (Pastoral).

If a pupil is unaccounted for at any point during the day, then the emergency procedures will be followed involving searches of the school and contact with the parents.

Guidance to Parents

Parents are expected to inform the school in advance if they know of any future unavoidable absence. Where they are seeking for an absence to be authorized, they should write to the Head. When a pupil is unable to attend school, for example because of sickness, parents are asked to inform the school by 9:15 at the latest.

In the handbook that goes to every family, guidance is given on attendance and parents are told the time, 09:15, when registers are closed. Parents are asked to telephone or email the school on the first day of unexpected absence eg sickness and to write when their daughter returns to school. Permission for routine absence (eg medical appointments) should be sought in advance and should be addressed to the form teacher. Permission for exceptional absences can only be given by the Head and should be sought well in advance. The school makes it clear to parents that it is King's High, not parents, who authorize absence and that time off school for family holidays is not a right. Schools have discretion to allow up to 10 days absence in a school year for a family holiday if they believe the circumstances warrant it (see Appendix B).

Note: Home educated children

Where school is informed that a pupil will be home educated, it will inform WCC that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

Guidance to Staff on Registration and Attendance Codes

All staff are given the guidance on registration at the start of the academic year (see Appendix B).

Management of Attendance Registers

Attendance registers for years 7 to Upper Sixth are taken using computers/PDAs. Paper based registers will only be used in exceptional circumstances e.g. the computer not working. The DfE guidance of November 2016 is followed on the storage of registers.

Within the administrative team, the Attendance Officer in the School Office, working to the Deputy Head (Pastoral), is responsible for overseeing that registers are completed properly and unexpected absence is followed up.

The morning register is closed at 9:15 and after that time a note from parents is required to explain the lateness or absence.

Registration where students study at Warwick School

The law allows for dual registration of pupils at more than one school. Where a King's High pupil is expected at Warwick School during normal registration time then she is marked in the King's register as at an approved educational activity, and at Warwick as present. Warwick School should notify King's High Attendance Officer at the start of any lesson where a pupil is expected but does not register. Failure to attend either institution at the proper time without good reason is unauthorised absence.

Study Leave

Study leave is treated as authorised absence and is not given to pupils below Year 11 and only now when there are public examinations. Provision will be made available for those pupils who do wish to come into school to study.

3. Emergency Operating Procedure

- 3.1 Teachers should notify the office **immediately**, if a pupil is unexpectedly not in a lesson. Form staff should be aware that if a girl is unexpectedly away for registration the parents will be contacted as soon as possible after 9:15.
- 3.2 The School Office should be informed and check that the pupil:
 - does not have a music lesson or LAMDA lesson
 - is not away on an official school excursion or undertaking another "visit" for that day eg visiting a university
 - has not gone home due to illness or appointment.
- 3.3 If the pupil is still unaccounted for, parents or the 'emergency contact' will be telephoned by Nurse, or someone in the school office. If the parents say a pupil should be in school, then a check will be made to see if she has appeared in the lesson after registration.
- 3.4 If the pupil still remains unaccounted for, then the Deputy Head (Pastoral) should inform the Head and keep the parents informed.
- 3.5 If the parents are contactable, they should be given the option as to whether the police should be contacted. If the parents are not contactable then the school may ring the police if it thinks it is appropriate so to do.

The Deputy Head (Pastoral) should remain as point of contact between the police and the school. The Head should be kept informed of progress in the case.

Review of the Registration Policy

This policy will be reviewed each summer and will take account of not only experience within the Foundation but also changes to government regulations or guidelines.

Appendix A - New timetable, new registration procedures for staff

Morning and afternoon registration is with form tutors

Those pupils not in lessons e.g. sixth formers will be registered in the SFQS by Roz Cox and any Years 7 - 11 who will be registered in the library with Caron Burman (they may have dropped a subject). Special registration groups will be made for each of these groups for each of these days.

On a **Friday**, registration will need to happen in **Period 4 before lunch by subject teachers** or in SFQS or library as above. This period change is because of Friday afternoon activities in Period 5&6 which cannot be registered on isams as they are taught across King's and Warwick and we have two separate isams systems and the SOCS system is not linked to isams.

Registration timings and codes – Form and subject teachers must register between these times with *present* or *not present* or *late* as specified:

AM registration must be kept open between 8.40 – 8.50am – girls coming into registration in this window must be registered by the form teacher. Anybody later than 8.50 must sign in.

PM registration windows:

Monday – Thursday - 2.00- 2.20 – register girls in this window **OR** 2.20 – 2.30 register as **Late**

Friday Period 4 - 12.15 – 12.25 register girls in this window **OR** 12.25 – 12.30 register as **Late**

Please note - all pupils must be punctual to the start of all of their lessons/form time/SFQS/library so staff should be able to complete registration promptly. All pupils and staff have 5 minute walking time between lessons so nobody should be late for a lesson and registration windows can be closed as soon as the teacher has the expected students in front of them.

All pupils missing registration because they have a Music or LAMDA lesson MUST sign in at the school office. Pupils must notify their teacher in advance of missing their subject lesson.

All staff must reinforce this message with the pupils and co-curricular activities must finish on time to allow for pupil to collect their bags and books and get to their lessons.

In addition, visits to Nurse (except in exceptional cases) must be made in break and lunchtimes and only with the yellow slip during lesson times.

Appendix B - Attendance

From Pupil Handbook 2018

Attendance

The school day starts at 8.40am with form registration. We expect all girls to be in form registration.

In order to comply with Government rules, pupils arriving after 9.15am are regarded as absent for that session.

If your daughter is not going to be in school, you **must** telephone or e-mail by 9.15am on the day of absence and send a letter, addressed to her form teacher, with her on her return. All absences from school require written confirmation of where that pupil was or they are deemed to be having an unauthorized absence. Your child's attendance can be found on her information page.

If your child arrives late to school or misses form registration for any reason e.g. a Music or LAMDA lesson, she **must** sign in at the school office immediately on arrival in school.

- **Permission for routine absence** (e.g. medical appointments) should be sought in advance (Attendance Officer parents@kingshighwarwick.co.uk)
- **Permission for exceptional absence** for any reason should be addressed, well in advance, to the Head Master a.wheals@kingshighwarwick.co.uk . You will appreciate that we strongly have to discourage the taking of holidays in term time. If a girl has special permission to be absent, it is her responsibility to excuse herself and to make up the work. Parents of Sixth Formers should notify form tutors of Open Day visits and interviews in advance.

When a pupil is unexpectedly absent and we have not received a phone call, letter or email by 9:15am from you, the school will text/ring you, or the 'emergency contact', to try and identify the whereabouts of the pupil concerned.

The text message will state that your daughter is currently showing as absent on our register. Registration is a legal requirement. Please can you speak to your daughter about this.

Parents will obviously find it distressing if we text/ring up to say their daughter is not in school when they think she is on site so it is imperative that if a pupil arrives late at King's she signs in to show her time of arrival.

Where we think it is appropriate we may notify the police to help us find a pupil who has failed to appear in school. Every effort is made to ensure that reports of a pupil's absence are accurate. In the rare event that a mistake is made we apologise in advance and hope that parents will be patient with the system.

All unauthorized absences must be backed up with a formal notification (telephone call, letter or email) from parents for the School's records.

If your daughter arrives in school after 8.45am she will be registered as being late for registration.

Absence for holidays and any other reasons (except medical)

Parents are asked never to take their daughter out of school for holidays, except in the most exceptional circumstances when they should seek permission from the Head Master well in advance.

Medical Appointments

Missing school for a medical or dental appointment counts as authorised absence. Wherever possible you and your daughter are encouraged to make appointments out of school hours. When it is unavoidable to miss school you should notify the form tutor/school office of the time of the expected absence well in advance (enquires parents@kingshighwarwick.co.uk). Please put your daughter's name and form at the top of each letter. Pupils must always sign out at the office if they have to go out for an appointment during the day and back in when they return.

Registration of Pupils at Warwick School

An attendance list of when girls will be having lessons at Warwick School is sent down to the Reception at the start of the academic year and is updated accordingly.

Pupils should report to and sign in and out at the Reception desk of Warwick School

If a Pupil is leaving the King's High site she must sign out and sign in again outside of registration times.

The pupil will be marked as present or absent on the register provided for Warwick School and King's will be informed. The register sheet is either emailed to or a telephone call is made to the King's High School Office when the register is "closed" i.e. within the 30min start of session to confirm attendance.

If a pupil is marked absent a letter from parents will be required before the register mark can be changed.

Warwick Boys registering at King's High follow the same procedures in terms of signing in and out. A copy of the signing in page is scanned down to Warwick School attendance office on reception.