



## Registration and Attendance Policy

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### ***Policy Statement***

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.

### ***Aims***

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:

- 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.

### ***Statutory Framework***

The legal framework governing school attendance is summarised in [School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities](#) (2013), published by the Department for Education (DfE). The School also complies with guidance published by the Independent Schools' Inspectorate (ISI) and advice published on the [Hammersmith and Fulham Local Education Authority website](#) regarding school attendance.

### ***Responsibilities of parents***

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).

Parents are responsible for informing the school on any occasion when their child is unable to attend school due to illness, 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.

Parents wishing to take their child out of School for other reasons must seek authorisation for the absence from the Headmaster by completing an absence request form, available from the School Office or on the school website. Parents are requested to make any family holiday arrangements during the school holidays as it is to a child's disadvantage to miss any time off school. Permission would normally be granted for medical appointments, examinations, visits to future secondary schools and family emergencies. Other absence is only authorised under exceptional circumstances. The Headmaster will either authorise the requested absence or inform the parent that their request will be recorded as "Holiday absence – not approved" or "Unauthorised absence" depending on the reason for the absence.



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### ***Responsibilities of pupils***

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.

### ***Responsibilities of the School***

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 morning session and once at the start of the second (afternoon) session. Every entry in the School Register must be preserved for a period of three years after the date on which the entry was made. A back-up copy of the School Register will be retained for a minimum of three years.

The School is also required to agree with the LEA, the regular interval that the school will inform the LEA of any pupil who fails to attend school regularly, or has been absent without the school's permission. The School has agreed to inform the LEA if, for any pupil, unauthorised absences exceed 5% of their total attendance for the year.

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.

### ***Registration Procedure***

Class Teachers have primary responsibility for registering the children in their class in the morning and afternoon.

All pupils are registered electronically using the CJM system on the school network. The morning registration can commence once the bell has rung at 8.30 am and pupils should be registered by 8.40 am. The afternoon registration session takes place immediately after the children have returned to class from their lunch break.

Class Teachers must register children as **Present** or **Absent**. Only children who are actually in the classroom at the time of registration should be marked as present, even if the teacher has already seen the pupil in school earlier in the morning.

The School Office will check each day that the registers have been completed and will notify class teachers of any gaps in the daily registers.



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If a pupil appears to be missing from afternoon registration but was present during morning registration, then the procedure for what to do when a child goes missing should be followed.

### **Procedure for following up absence**

The School Office staff will follow up any absences promptly to ensure that all pupils are accounted for.

If a pupil is absent, the class teacher must identify the code to be entered in the School Register. For Ravenscourt Park these are as follows:

C	Other authorised circumstances
E	Excluded (Suspended and Expelled)
H	Holiday absence approved
G	Holiday absence not approved
I	Illness communicated to school
L	Late for registration
M	Medical/Dental appointments
V	Approved off site activity
P	Off site Sport
Y	School closed to Pupils

### **Procedures for following up lateness**

#### ***Late arrivals***

The bell in the playground will ring at 8.30 am and children should then make their way to their classrooms for registration.

If a pupil arrives in the classroom after 8.40 am, he/she is late and should be marked as late on the register. If the pupil arrives to the classroom before the register has closed the class teacher can mark him/her as late; if the register has closed then the pupil should report to the school office to be marked in as late.

If a pupil accrues five lates during the academic year the class teacher will contact the parents to express concerns about his/her punctuality. If he/she is late on a further five occasions, the Head of Lower or Upper School will ask the parents to meet with them in school to discuss the lateness issue.

For serious concerns regarding lateness or non-attendance, the Headmaster will ask the parents to come into school for a meeting.

In any case where:

- a pupil has ten days of unauthorised absence during the academic year (other than for reasons of sickness, confirmed by medical evidence)



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- a pupil of compulsory school age is to be deleted from the school register when the next school is not known
- the Headmaster will contact the relevant LEA.

Where a single absence or repeated absences raise safeguarding or child protection concerns, the DSL will contact the local Children's Services (see the [Missing Pupil Policy](#) and the [Safeguarding and Child Protection Policy](#))

**Written by:** Headmaster in conjunction with the Senior Leadership Team and the School Secretaries  
**Updated:** July 2016  
**Review:** September 2017