



GATEHOUSE SCHOOL

REGISTRATION POLICY

The Education Act 1996 and Regulations 2006 and subsequent amendments require all day schools, including independent schools, to have an admission register and an attendance register.

This Policy sets out the requirements for the Attendance Register.

At Gatehouse, these timings must be observed:

0855: Class teacher should complete register before 0855 which is the cut off point for lateness to be recorded: a code must be entered for every pupil. The correct codes must be used; these are listed below.

Absent pupils: Must be marked "N" unless an absence code has already been entered.

0855: Pupils arriving after 0855am or once the register has been completed must report to Sue or Suzanne in the School Office in order to have their attendance recorded.

0910: Sue, or in her absence Suzanne, prints out registers.

All "N" marks to be followed up with a phone call to parents by 0930.

Afternoon Registration: The registers are not printed but are checked by Sue.

Network failure: Teachers must keep a supply of blank forms which should be completed by hand and sent to the office if there is a network problem. The above timings will still apply.

Absent pupils: Sue will contact parents and enter the correct code. Parents often ring between 0830 and 0930 to report non attendance and Sue enters this at the time of receipt.

Responsibility: The class teacher is responsible for the register and must ensure its accuracy; the responsibility cannot be delegated to a TA. Class Teachers must check the register on a daily basis. At the end of the week they must check all entries and report any absence trends to the DSL.

Attendance below 90%: This is automatically notified to the Headmaster.

Registration Codes (continued overleaf):

REASON	CODE
Present	/ \
No reason for absence	N
Late	L
Medical / Dental	M

Illness	I
Authorised	C
Unauthorised absence	O
Religious Observance	R
Approved sporting / performance off-site	P
Educated off-site	B
Educational Visit	V
Family Holiday – agreed	H
Family Holiday – NOT agreed	G
Interview	J
Enforced / planned closure	Y / #
Excluded	E
Pupil not on roll	Z

Staff are reminded that failure to keep an accurate, and completely up to date, register could be a disciplinary offence and would raise safeguarding issues.

Policy Name	Registration Policy	Last Review Date	September 2017
Status	Complies with The Education Act 1996 sections 434(1)(3)(4)&(6) and 458(4)&(5) • The Education (Pupil Registration) (England) Regulations 2006 • The Education (Pupil Registration) (England) (Amendment) Regulations 2010 • The Education (Pupil Registration) (England) (Amendment) Regulations 2011 • The Education (Pupil Registration) (England) (Amendment) Regulations 2013		
		Next Review	Autumn Term 2019
Circulation	All staff/Parents on request		