



# Gatehouse Daily Attendance Registers Policy

## 2020 / 2021 COVID PRECAUTIONARY MEASURES:

**It is imperative that you read and refer to the Covid Risk Assessment and Covid Health and Safety Updates. You MUST adhere to all the safety and social distancing measures applied by Gatehouse School.**

**Times of pupil arrival, times of registration and timetabling are subject to change due to social distancing measures and staggered morning start (8.30-9.00am) and staggered afternoon dismissal (3.00-3.45pm).**

Registers are kept electronically (the MIS we use is the SQL school database) and the attendance register is in accordance with the "Absence and Attendance Codes, Guidance for Schools and Local Authorities issued by the Department for Education; January 2009" and also "Statutory Instruments 2006 No 1751 The Education (Pupil Registration) (England) Regulations."

*(See Appendix 1 for full details of Attendance Codes used on our system)*

Registers must be fully and accurately completed to comply with the law and our obligation to the Department for Education.

Registration will be taken electronically, except in exceptional circumstances (e.g. system failure) when it will be taken manually (see below).

Registers should be completed electronically twice a day at 8.50am (**or immediately upon arrival**) and at 1.35pm. They should be completed by the Form Teacher or his/her appointed replacement by calling out the pupil's name and visually checking that the pupil is present, entering 'Present' am or pm as relevant. If the Form Teacher has been properly informed of the reason for absence this should be entered on the register selecting the relevant code.

In nursery, the form teacher or teaching assistant marks a paper copy as the children arrive. A teacher then fills in the electronic register. The afternoon register is taken at 12.45 when the children are preparing for circle time. Changes are checked against the attendance board and then the electronic register is completed.

- A pupil must not be marked present at the point registration occurs unless (s)he is physically present.

- The list of codes to be used to indicate attendance and absence are set out in the schedule appended; they are taken from the Absence and Attendance Codes Guidance.
- **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 the same day.**

The School Secretary will contact the form teacher at 9am to confirm pupil absence. She must phone parents of children for whom there is no information by 9.30am. If she is unable to contact parents she should leave a message on **all** known phone/email addresses. If there is no response a message should then be sent to the school nurse informing them of the situation. A file note is posted on the register stating '**no contact**'. If there is no response to the messages left and the SLT or school nurse have been unable to ascertain the whereabouts of the pupil, the Headteacher will be informed. At that point the Head will action our Missing Pupil Policy.

**The school nurse will contact the parents of any absent child to ascertain the reason for absence if the child is unwell. This is part of our process for tracking possible Covid cases. For any child who has been absent for testing for Covid, the test result must be reported to the school on 0208 8980 2978 and be forwarded by e-mail to both the school nurse and the headteacher immediately the results are given. The procedures for absence guidance for possible covid are attached as an appendix to this policy. Out of hours contact details are provided.**

Once a pupil's whereabouts/reason for absence have been established it is the responsibility of the School Secretary, or his/her substitute, to complete the entry for the given period on the registration system. This is a matter of priority.

Form Teachers should complete the morning registers when they are in school except:

- On scheduled days off
- When absent due to illness
- When a substitute Form Teacher has been timetabled or requested to register their class

All staff receive registration training. Any changes made on the system are automatically recorded.

Afternoon registration will follow the format used for morning registration. For classes going onto subject lessons after lunch break, form teachers must collect from the playground, but may fill a paper register (following the same guidelines) and fill in the electronic register. 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.

#### ***Back up of daily attendance register***

The electronic attendance register is backed up every night and retained for three years after the end of the relevant school year.

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

Pupils who arrive after 8.50am must report to the school office and will be marked in late on the register by the School Secretary. Late arrivals on Gatehouse School buses will report to the main office and the School Secretary will mark them in present (not late).

The Form teacher will monitor pupil lateness. Pupils who are late twice or more in one week, will be referred to the Headteacher. If the lateness is unavoidable, and/or is accompanied by a note or followed up by a phone call/email from the parent, then no action will be taken. It is emphasised that punctuality is an important factor in the education of a young person.

### ***Pupil absences***

If a pupil is absent for a reason other than illness, (i.e. hospital/dental appointment), then a letter or e-mail should be sent into school beforehand informing the Form Teacher or School Nurse. The appropriate code should be entered into the register. It is clearly in the best interests of the pupil that school time is not missed for routine appointments unless absolutely unavoidable.

In the case of a proposed longer absence, then permission must be sought in writing or by email from the Headteacher in advance, in sufficient time in order to receive the appropriate reply.

All letters requesting absence from school, except those regarding routine appointments, should go to the Headteacher and be recorded on the child's individual file and a pupil file note should be entered on the class register on the School database.

If the pupil is ill, the parent should inform the School Office prior to 8.50am either via email to [admin@gatehouseschool.co.uk](mailto:admin@gatehouseschool.co.uk) or by phone to 020 8980 2978.

It is the responsibility of the Form Teacher to give the office copies of notes from parents regarding attendance and they should enter the relevant information on the register at the appropriate time.

### **Leavers/Joiners**

Pupils joining the school will be added to the register on the start date by the Bursar. Pupils who leave the school during the school year will be removed from the register by the Bursar. Local Authority forms are completed for pupils who leave the school other than normal school transition points. Joiners are completed and emailed to the relevant Authority by the Admissions officer. Copies of these forms are kept on the pupil file leavers (archived) and joiners in the school office.

### **Leavers/joiners**

#### **Joiners**

The Bursar will add the new child to the register on their start date.

If a child joins the School at any other point than the standard joining point, the Admissions Manager will complete a Notification of non-standard addition to school admissions register form and email it to the Local Authority. The original is kept in the pupil file. The pupil file is kept in the School Office until the child leaves.

The Admissions Manager will contact the child's previous school and request their pupil file. The Safeguarding Lead will at the same time request details of any Safeguarding or Child Protection concerns.

### Leavers

The Bursar will remove the child's name from the register on their leaving date.

If a child leaves at any point other than the standard transition point, the Admissions Manager will complete a Notification of non-standard removal from the school admissions register form and email it to the Local Authority. The original is then kept on the pupil file, which is archived by the School Office Manager in alphabetical and year of leaving order.

The Admissions Manager will contact the child's new school on their start day, to confirm they have joined.

### **Fire regulations**

Once registration is complete the School Secretary will place a completed absentee list in the plastic wallet on the pin board in the office, to be readily available in case of emergencies. By 9.10am copies of all class registers should be printed and placed in a wallet at the front desk, readily available for Sue in case of a fire emergency. Teachers will use these registers to do a pupil call at their fire assembly points.

### **Signing in/out**

All staff must sign in with their lanyards on entry to school and when leaving the building during the school day, for whatever reason. The teacher in charge of a trip or visit will inform the Secretary or the Deputy Head which pupils/classes will be out; she will pass this information to the School secretary and Deputy Head during the Works meeting.

### **Off-Site curricular activities, e.g. sport**

Pupils taken off-site for games or other recognised curricular activities are registered before they leave the school. When returning to school the original register is used to register the children back from the activity to school. A note of those pupils who are dismissed directly from the games site/activity, with parental permission, will also be kept.

### **After school activities**

All pupils who stay on in after school club at the end of the normal school day should sign in and out of the after school club form rooms. Pupils waiting for after school activities, should do so in their form room. Each club will take their own paper register. A list of all clubs and attendees should be kept in the main office. This ensures the receptionist has information of who should be in the building, the registers will ensure this information is accurate.

The electronic registration programme can provide a print-out showing a term at a time, to be available for inspectors if requested.

## **Appendix 1**

### **CODES TO RECORD PUPIL ATTENDANCE AND ABSENCE**

- ^ Present at registration
- B Educated off-site (Not Dual registration)
- C Other approved educational activity (not covered by other codes and descriptions)
- D Dual registered (i.e. present at another school or at a PRU)
- E Excluded but no alternative provision made
- F Agreed extended family holiday
- G Family holiday (not agreed or sessions in excess of agreement)
- H Agreed family holiday
- I Illness
- J Interview
- L Late but arrived before register closed
- M Medical or dental appointment
- N No reason for the absence provided yet
- O Other unauthorised (not covered by other codes or description)
- P Approved sporting activity
- R Day set aside exclusively for religious observance
- S Study leave

T Traveller absence

U Late and arrived after register closed

V Educational visit or trip

W Work experience (not work based training)

X Untimetabled sessions for non-compulsory school-age pupils

Y Partial and forced closure Enforced closure

Z Pupil not on roll yet

# School closed to all pupils

### Review of Policy

This policy will be reviewed on a yearly basis (or more regularly where required) prior to approval by the board of governors.

Policy Name	Registration Policy	Last Review Date	September 2020
Status	Complies with The Education Act 1996  sections 434(1)(3)(4)&(6) and 458(4)&(5) <ul style="list-style-type: none"><li>• The Education (Pupil Registration) (England) Regulations 2006</li><li>• The Education (Pupil Registration) (England) (Amendment) Regulations 2010</li><li>• The Education (Pupil Registration) (England) (Amendment) Regulations 2011</li><li>• The Education (Pupil Registration) (England) (Amendment) Regulations 2013</li></ul>		
		Next Review	Autumn Term 2021
Circulation	All staff/Parents on request		