Gatehouse Daily Attendance Registers and Unauthorised Absence Policy

2021-2022

It is imperative that you read and refer to any Covid Risk Assessment and Covid Health and Safety Updates that may be put in place.Times of pupil arrival, times of registration and timetabling may be subject to change due to changes in Government advice.

Attendance Registers:

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 and at 1.35pm. They should be completed by the Form Teacher or their 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 pupils arrive. A teacher then fills in the electronic register. The afternoon register is taken at 12.45 when the pupils 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 they are 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.**

Statutory Regulation
It is a statutory regulation that a school records the reason for absence of a pupil. If a pupil is

absent from school and no reason has been given, the School Receptionist will contact the form teacher at 9am to confirm pupil absence. The receptionist will then phone parents of pupils for whom there is no information by 9.30am. A file note is posted on the register stating '**no contact**'. If there is no response to the messages left and the SLT has been unable to ascertain the whereabouts of the pupil, the Head will be informed. At that point the Head will action procedures for unauthorised absence.

Unauthorised Absence Procedures (If a pupil's absence is not reported:)

· We will try to contact parents by phone by 9.30am

· If we cannot reach parents by phone we will email

· If we have no response to the email, we will send a text message asking the parent to contact the school

· If we have no response to the text, we will phone authorised contacts listed on the pupil contact form to advise them that the child is not in school and that we have not been notified of a reason.

· If we have no response from any contact by 12:00 midday, we will call MASH for advice

Gatehouse School will follow any advice given by MASH, including visiting the home address

Pupils who are unwell and absent:

The school nurse will contact the parents of any absent pupil to ascertain the reason for absence if the pupil is unwell. This is part of our process for tracking possible Covid cases. For any pupil 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 out of hours contact for reporting Covid test results is PA@gatehouseschool.co.uk

Once a pupil's whereabouts/reason for absence have been established, it is the responsibility of the School Receptionist, or their 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 the class from the playground, but may fill a paper register (following the same guidelines) and go inside to 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 Receptionist will mark them in present (not late).

The Form teacher and Designated Safeguarding Lead (DSL) will monitor pupil lateness. Pupils who are late will be referred to the Designated Safeguarding lead. 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.

Action taken for lateness

Late 3 times phone call to parents from DSL

Late 5 times formal written warning from DSL

Late more than 5 times formal meeting with DSL and parent

Pupil absences

If a pupil is absent for a reason other than illness, (i.e. hospital/dental appointment), then a letter or email 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 pupil'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 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.

Joiners

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

If a pupil joins the School at any other point than the standard joining point, the Admissions Manager will complete a Notification of non-standard addition to the 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 pupil'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 pupil's name from the register on their leaving date.

If a pupil 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 pupil's new school on their start day, to confirm they have joined.

Fire regulations

Once registration is complete the School Receptionist 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 in case of a fire emergency. Teachers will use these registers to conduct a pupil roll-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 Receptionist or the Deputy Head which pupils/classes will be out.

Off-Site curricular activities, e.g. sport

Pupils taken off-site for games, swimming 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 for 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.

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) • The Education (Pupil Registration) (England) Regulations 2006 • The Education (Pupil Registration) (England) (Amendment) Regulations 2010 • The Education (Pup il Registration) (England) (Amendment) Regulations 2011 • The Education (Pupil Registration) (England) (Amendment) Regulations 2013
Last review	November 2021
Next review	November 2022