



# HARRODIAN

## Attendance & Registration Policy

Harrodian students should make the greatest effort to attend School regularly and arrive punctually. Pupils may not take a holiday during term time without permission from the Headmaster.

### Procedures for Registrations

The completion of registers is a LEGAL REQUIREMENT. To prevent any misunderstanding, the set of instructions given below must be closely followed. Staff must be professional and complete registers with scrupulous attention to detail. On no account should anyone other than the teacher in charge or an authorised deputy complete the register.

### Plastic Registration Wallets

Plastic registration wallets are issued to each form and kept in the following areas.

- Pre-Prep – in the Resource Room,
- 8s to 12s – the round table in Reception in the Main Building,
- 13s to Upper Sixth – the round table in the Foyer of the Senior building.

The plastic wallets are used to store notices and letters that need to be distributed to pupils. Form Teachers must collect the form's plastic wallet and distribute notices at the following times:

- All Form Teachers at the beginning of morning registration (Pre-Prep 8.40, Prep and Seniors 8.35)
- Pre-Prep Class Teachers at the beginning of lesson 5 - 12.40p.m.
- Prep Form Teachers at the beginning of afternoon form time - 1.15p.m.
- Prep Form Teachers at 4.00p.m. Monday to Friday and Senior Form Teachers at 4.00p.m. on Friday.

After use the plastic wallet must be returned to the relevant location (Pre-Prep – Resource Room, 8s to 12s – on the round table in Reception in the Main Building, 13s to Upper Sixth – on the round table in the Foyer of the Senior building).

## Registration Procedures

Registrations are taken at the following times:

- a. Morning Registration: Pre-Prep – 8.40 to 9.00a.m.; Prep and Seniors – 8.35 to 9.00a.m.
  - b. Afternoon Registration Pre-Prep 12.40p.m; Prep and Seniors – 2.10p.m. i.e. at the start of lesson 6
1. Using the computer in the Form Room, log onto SIMs or Edulink and register the form using the procedures given in the manuals provided.
  2. In addition to the morning and afternoon registrations which are a legal requirement, subject teachers are also required to complete the register at the start of each lesson. They should aim to complete this task during the first 15 minutes of each lesson.
  3. In the event that SIMs or Edulink cannot be accessed form teachers and subject teachers must email Hayley Butler ([hbutler@harrodian.com](mailto:hbutler@harrodian.com)) giving a list of absentees. Once SIMs is functioning again she will update the registers accordingly.
  4. Pupils will need to sign the Signing In/Out Book (Prep) or sign in electronically (Seniors/Sixth Form) if they are late and have not been seen by their Form Teacher during registration. They must do this before they go to class or assembly. The Signing In/Out Book for 8s – 12s is in Reception in the Main Building and the 13s to Upper Sixth must sign in electronically in the Senior Office.
  5. Please note that for registration purposes a pupil will be marked “Late (arrived after register closed)” if she or he arrives after 9.30a.m. in the morning or after 2.30p.m. in the afternoon.
  6. On mornings when 15s prefects and Sixth Form mentors and reading buddies are required to perform specific duties they are required to sign themselves in using the computer in the Senior Office. Their attendance will then be entered onto the electronic register on SIMs by Admin.
  7. Pupils who attend morning sports practices should be able to attend registration as normal. However, if there is a swimming practice this may not be possible because pupils need to change before going to lessons. In this case a member of the Sports Department will ensure that a list of names of those pupils who attended the practice is passed on to Admin and entered onto the electronic register on SIMs.
  8. If Prep pupils need to sign out during, or leave before the end of, the school day for eg. medical/dental appointments, their parents must email [absence@harrodian.com](mailto:absence@harrodian.com) for permission. Relevant staff will be notified via SIMs. Before pupils leave School, they must see Rachelle in Reception to sign

out in the 'Signing In/Out Book'. When this has been done, they will be free to leave. If returning later, they must sign back in again.

9. If Senior pupils need to sign out during, or leave before the end of, the school day for eg. medical/dental appointments, their parents must email [absence@harrodian.com](mailto:absence@harrodian.com) for permission. Relevant staff will be notified via SIMs. Before pupils leave School, they must report to the Senior School office to sign out. When this has been done, they will be free to leave. If returning later, they must sign back in again.
10. Parents requesting absence for any reason (whether for a medical appointment, to attend a family wedding, to visit another school etc), must seek permission from the Headmaster. When staff receive absence requests directly from parents, they must please forward them immediately to [absence@harrodian.com](mailto:absence@harrodian.com), irrespective of the reason for absence.
11. In the afternoon, if a Prep pupil is absent from afternoon form time (13.15 to 13.20) but was present for the morning registration, the Form Teacher must find out why they are not present by checking with the nurse, the Admin Offices etc. If the Form Teacher has to teach or cannot locate the pupil for any reason, he/she must contact a member of Senior Management in order to locate the pupil and ascertain the reason for absence.
12. Some pupils may have a Music lesson during morning or afternoon registration times. They will be instructed to sign in using a signing in register located in the Music Office. Admin will ensure that pupils are marked present on the electronic register on SIMs.
13. Some pupils may have a Learning Support lesson during morning or afternoon registration times. The Learning Support teacher will register their pupil(s) using the electronic register on SIMs.
14. Pupils who have lessons outside School must be instructed to sign in on arrival to School and Admin will enter the appropriate registration code onto the electronic register on SIMs.

#### **Procedures for Registration from 16.00 to 16.10**

1. All Prep pupils (8s to 12s) must return to their Form Rooms at the end of the school day from 16.00 to 16.10.
2. Each form's plastic wallet must be collected from the round table for Form Teachers to distribute any messages / letters etc to pupils which may have been placed in the wallet.
3. Form Teachers should check that all pupils are present (although it is not necessary to log this onto the electronic register on SIMs or Edulink), check planners and deal with any minor issues that may have arisen during the day.

4. Pupils should then make a quiet and orderly exit after placing all their chairs onto their desks and leaving the classroom tidy.
5. On Fridays pupils must be reminded to take home sports bags/coats etc.
6. At 16.10 it is imperative that the plastic wallet is returned to the relevant location (8s to 12s – on the round table in Reception in the Main Building).
7. Pupils in the 13s, 14s and 15s are free to make their way home at the end of lesson 7 (16h00) - however, on Fridays they will be required to return to their Form Rooms with their Form Teachers in order to collect sport bags and coats and tidy the room.
8. Sixth Form students may sign out and leave the premises at the end of their final lesson (from midday onwards). If they do not have a lesson, they may also sign out from midday onwards if they wish to leave the premises as long as they return in good time for their next lesson and sign back in when they return.

#### **Registration procedures for when pupils are on school trips.**

It is important that the procedures below are carried out for every school trip to avoid any inaccuracies on the registers.

- For most trips pupils will be registered by their Form Teacher prior to leaving School.
- For trips that depart before morning registration a register should be taken by the lead member of staff and Admin informed via a phone call or email if there are any pupils missing.
- If Senior pupils are meeting teachers at the venue, the lead member of staff must ring the Senior Office as soon as possible after arrival and report whether all pupils are present or if there are any absences.

## Categories for registration

Reg Codes	Description	Lesson Codes	Links to Reg Mark	Statistical Meaning
/	Present (AM)	/		Present
\	Present (PM)	\		Present
	Approved Internal Activity	A	S	Authorised Absence
B	Educated off site	B		Authorised Absence
C	Leave of absence authorised by the s...	C		Authorised Absence
D	Dual registered - at another school	D		Attendance not required
E	Excluded	E		Authorised Absence
F	Extended family holiday (agreed)	F		Authorised Absence
G	Holiday not authorised	G		Unauthorised Absence
H	Family holiday (agreed)	H		Authorised Absence
I	Illness	I		Authorised Absence
	Interview	J	V	Approved Educational Activity
L	Late (before reg closed)	L		Present
M	Medical / Dental	M		Authorised Absence
N	No reason yet provided for absence	N		Unauthorised Absence
O	Unauthorised Absence	O		Unauthorised Absence
P	Approved sporting activity	P		Approved Educational Activity
R	Religious observance	R		Authorised Absence
S	Study leave	S		Authorised Absence
T	Traveller absence	T		Authorised Absence
U	Late (after registers closed)	U		Unauthorised Absence
V	Educational visit	V		Approved Educational Activity
W	Work experience	W		Approved Educational Activity
#	School closed to pupils	#		Attendance not required
Y	Unable to attend due to exceptional c...	Y		Attendance not required
X	Non-compulsory school age absence	X		Attendance not required
Z	Pupil not on roll	Z		Attendance not required
-	All should attend / No mark recorded	-		No mark
@	Late (after reg closed)	@		Unauthorised Absence

### Children Missing School

At the end of each week a list of pupils who have 90% or less attendance will be circulated via school email to all Form Tutors, Heads of Year and Heads of School by the Data and Attendance Administrator.

- In the first instance it will be the responsibility of the Head of Year to monitor absences using the information provided by the Data and Attendance Administrator.
- After a suitable time period, generally half a term, appropriate Heads of School or Heads of Year will contact by telephone the parents/guardians of Pupils whose attendance falls below 90% and warrants further investigation. A record of this telephone contact will be logged onto SIMs.
- If the low attendance continues a letter will be sent home and parents may be asked to attend a meeting with the Head of Year and if necessary the Head of School.

- If the problem continues to be unresolved the matter will be passed to one of the Designated Safeguarding Leads, Lucy Horan (Pre Prep), Jenny O'Neill (Prep) or Alison Heller (Seniors) in order to initiate a referral to Social Services.

Achieving for Children has established a procedure to respond to children missing from education. A summary of these procedures are given below.

#### Days 1 to 5

When a child is absent without any explanation, the School will follow our existing first day calling or contact procedures. We will keep a record of all attempts to contact the parent or carer of the child. If the School has concerns regarding the child's welfare the Designated Safeguarding Lead will contact Single Point of Access immediately.

If the School makes contact with the child or the child returns to School, but no explanation is provided, the School will register the child as at risk of becoming missing from education by the Designated Safeguarding Lead contacting Single Point of Access.

#### Days 5 to 20

If the child is absent for 5 consecutive days without any explanation, the Designated Safeguarding Lead will notify Single Point of Access who will in turn refer the case to Education Welfare Services (EWS) who will undertake to try to locate the child.

Full details of these procedures can be found in "Children Missing Education Policy and Procedures" Achieving for Children November 2015.

#### Adding and Removing Pupils from the School Register

The School will use a standard data sheet provided by the Local Authority to record and send any names of children being admitted to or leaving the School including the reason for withdrawal. The School has also added an additional column to this data sheet which is used to record the home address if a child has moved out of the area/country.

The completion of this data sheet is the responsibility of both the School's Attendance and Data Administrative Assistant, Hayley Butler, together with Caroline Parker. This responsibility is statutory and all schools now have a duty to ensure that names are shared with the Local Authority within the prescribed timescales.

After completing the data sheet the School will contact Dawid Tycki (020 8547 5287, [dawid.tycki@achievingforchildren.org.uk](mailto:dawid.tycki@achievingforchildren.org.uk)), who will send a secure upload invite, through which the School will be able to submit the form.

The School is expected to provide information to the Local Authority when registering new pupils within five days, including the pupil's address and previous school.

Dawid will record all details and then follow up in one of two ways:

For admissions and deregistration:

- if a new school for the child is known and named, the form will be sent to AfC's School Admissions Service to make contact with the new school/Home Local Authority and confirm that they are on roll.
- if a new school is not known, the form will be passed to AfC's Education Welfare Service to investigate and follow up appropriately. For these children where a referral to SPA or additional information may be needed, the Local Authority will complete this process.
- Any children whose absence is a concern should still be logged with the SPA team in the usual way.

Person Responsible: Deputy Headmistress

Last updated: September 2018

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