Attendance and Registration Policy

Harrodian pupils 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 their form's plastic wallet and distribute notices at the following times:

- All Form Teachers at the beginning of morning registration (Pre-Prep, Prep and Seniors at 8.30am)
- Pre-Prep Class Teachers at the beginning of lesson 5 - 12.40pm
- Prep Form Teachers at the beginning of afternoon form time - 1.15pm
- 8s to 12s at 4.00pm Monday to 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

1. Registrations are taken at the following times:
   a. Morning Registration - Pre-Prep, Prep and Seniors – 8.30 to 8.55am.
   b. Afternoon Registration - Pre-Prep 12.50pm (Rec and PP1) and 1:20pm (PP2 and PP3; Prep 1.15pm; and Seniors 2.10pm i.e. at the start of lesson 6.

   In the Pre-Prep, class teachers rather than other specialist teachers, take the register.

2. Using the computer in the Form Room, log onto SIMS or Edulink and register the form using the procedures given in the manuals provided.
   Senior Form Tutors must please check the Senior Form Notices document each morning in case of any relevant messages or room changes.

3. 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 10-15 minutes of each lesson, should a pupil arrive late the register will be adjusted accordingly.

4. In the event that SIMS or Edulink cannot be accessed, Form Teachers and subject teachers must email the Attendance and Data Administrator giving a list of absentees. Once SIMS is functioning again she will update the registers accordingly.

5. Pupils (Prep, Senior and Sixth Form) will need to sign in electronically 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. Prep pupils 8s - 12s sign in via InVentry in Reception in the Main Building and 13s to Sixth Form via InVentry in the Senior Foyer.

6. Please note that for registration purposes a pupil will be marked "Late (before register closed)" if they arrive after 8.30am in the morning. Should a pupil arrive after 9.30am with no valid reason they will receive a U code "Late after register closed". If a pupil arrives after 2.10pm in the afternoon they will receive a Late code (before register closed.

7. 15s prefects and Sixth Form mentors and reading buddies, on mornings when required to perform specific duties during registration, should sign in using InVentry prior to attending their duties.

8. Pupils who attend morning sports practices should be able to attend registration as normal in their Form Rooms. All before school Sports clubs are registered using SOCs.

9. If Pre-Prep/Prep pupils need to sign out, or leave, before the end of the school day for eg. medical/dental appointments, their parents must email absence@harrodian.com (or via the Parent Portal) for permission. Relevant staff will be notified via email. Before pupils leave School they must go to Reception in the Main Building to sign out using InVentry. When this has been done they will be free to leave. If returning later, they must sign back in again using InVentry.

10. If Senior pupils need to sign out, or leave, before the end of the school day for eg. medical/dental appointments, their parents must email absence@harrodian.com (or via

the Parent Portal) for permission. Sixth Form parents must email sixthformabsence@harrodian.com (or via the Parent Portal). Relevant staff will be notified via email. Before pupils leave School, they must report to the Senior School office to sign out using InVentry. When this has been done, they will be free to leave. If returning later, they must sign back in again.

11. Parents requesting absence for any reason (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 <u>immediately</u> to absence@harrodian.com / sixthformabsence@harrodian.com, irrespective of the reason for absence.

12. In the afternoon, if a Prep pupil is absent from afternoon form time (1.15 - 1.20 pm) but was present for the morning registration, the Form Teacher must find out why they are not present by checking with the Medical and Welfare Officer, 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 Leadership in order to locate the pupil and ascertain the reason for absence.

13. Some pupils may have a Music lesson during morning or afternoon registration times. Peripatetic music teachers must sign pupils in using a designated google.doc as instructed by the Director of Music. The Attendance and Data Administrator will update SIMs registers.

14. Some pupils may have a Learning Enrichment lesson during morning or afternoon registration times. The Learning Enrichment teachers will register their pupil(s) using the electronic register on SIMS.

15. Pupils who have lessons outside School must be instructed to sign in on arrival at School using InVentry.

Procedures for Registration from 4.00 - 4.10 pm

1. All Prep pupils (8s to 12s) must return to their Form Rooms at the end of the school day from 4.00 to 4.10 pm. 12s pupils only have 4.00 pm registration during the Autumn Term. From the Spring term, 12s pupils may be able to leave after their last lesson at 4.00 pm, at the discretion of the Head of Year and Head of School.
2. Each form's plastic wallet must be collected from the round table for Form Teachers to distribute any messages/letters etc to pupils that may have been placed in the wallet.
3. Form Teachers should check that all pupils are present, check planners and deal with any minor issues arising during the day. There is a Period 8 afternoon registration to be completed for 8s to 12s.
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 4.10 pm the plastic wallet must be 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 (4.00 pm).
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 (using InVentry) 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 (using InVentry).

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. In addition, a second register should be taken on the coach to confirm any pupils who have arrived later.
- For trips that depart before morning registration a register should be taken by the lead member of staff and the Attendance and Data Administrator 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.

Registration Codes

CODE	MEANING	TYPE
/ \	Present at the school / morning \ afternoon	Present mark
B	Attending any other approved educational activity: - Alternative provision not arranged through the approved framework	Present mark
C	Authorised circumstance (see Table 2: The C code for breakdown).	Authorised Absence
D	Dual registered at another school.	Present mark
E	Suspended or permanently excluded and no alternative provision made.	Authorised Absence
G	Holiday not granted by the school or term-time leave not granted by the school.	Unauthorised Absence
I	Illness (not medical or dental appointment).	Authorised Absence

J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised Absence
K	Attending education provision arranged by the local authority: - Home tutoring - Approved framework for alternative provision - Blended learning.	Present mark
L	Late arrival before the registers have closed.	Present mark
M	Attended a medical appointment.	Authorised Absence
N	Reason for absence not yet established.	Unauthorised Absence
O	Absent in other or unknown circumstances.	Unauthorised Absence
P	Participating in a sporting activity.	Present mark
Q	Unable to attend the school because of a lack of access arrangements.	Not expected to attend
R	Religious observance.	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed.	Unauthorised Absence
V	Attending an educational trip or visit.	Present mark
W	Attending work experience.	Present mark
X	Non-compulsory school age pupil not required to attend school.	Not expected to attend
Y	Unable to attend school because of unavoidable cause (refer to breakdown below).	Not expected to attend
Z	Prospective or previous pupil not on admission register.	Not expected to attend

	The Y code: Unable to attend school because of unavoidable cause, is broken down into the following subcodes to provide better differentiation of the reason:	
Y1	Unable to attend due to transport normally provided not being available.	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel.	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. Contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
	The C code: Authorised Absence is broken down into the following subcodes to provide better differentiation of the reason:	
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school-age pupil subject to a part-time timetable.	Authorised Absence

Children Missing School

At the end of each week a list of pupils who have 92% or less attendance will be highlighted in red on a Google Spreadsheet that is circulated to Heads of Year, Heads of School and Designated Safeguarding Leads 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, Heads of Year will arrange to contact, by telephone, the parents/guardians of pupils whose attendance falls below 92% 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 in order to initiate a referral to Social Services.

Achieving for Children has established a procedure to respond to children missing from education. This can be found in the document "Children Missing Education Protocol"

A summary of these procedures is 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, and continue to do so for the first 5 school days. 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 the Single Point of Access immediately.

If the School makes contact with the child or the child returns to School within this time, but no explanation is provided, the School should consult with their allocated Education Welfare Officer (EWO) for advice and guidance or make a Single Point of Access referral.

Days 5 to 20

If the child is absent for more than 5 consecutive days without any explanation, the Designated Safeguarding Lead will complete a referral to 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".

Day 20

If after 20 days of unauthorised absence following investigation by the EWS, the School is unable to establish the whereabouts and location of the child, permission will be given by EWS for the School to remove the child from their roll, where there are no immediate safeguarding concerns. The School will then upload the child's record onto the School2School database as a child missing from education and complete the online form.

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 leaving the School, including the reason for withdrawal.   The completion of this data sheet is the responsibility of the School's Attendance and Data Administrative Assistant. This responsibility is statutory and all schools 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 inform the Local authority by completing the deregistration for non-standard transitions. Deregistration is now submitted via Google Forms.

Approved by:	Senior Leadership Team
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