



Attendance Register (Registration of Pupils)

Review cycle:	Every year
Review by:	P-Team, G(Ed), G(Board)
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Policies Linked to:

- Missing Boys Policy

This document also appears on:

- Staff Intranet

THIS POLICY ALSO APPLIES TO EARLY YEARS

Registration procedure

The procedure for the daily registration of pupils is as follows: -

- Morning registration is completed electronically on the school's database (iSAMS) by class teachers/tutors by 09:00.
- Boys who miss morning registration are required to report to the school office for late registration.
- A list of boys absent is posted in the staff room by the School Secretary before first break. One copy of the list is placed in the fire drill box by the School Secretary for easy access in case of a drill or fire emergency.
- An up-to-date list of boys absent is kept in the school office.
- Afternoon registration is completed electronically by class teachers/tutors during their designated afternoon registration session in the lunch break.
- Boys who miss afternoon registration are required to report to the school office for late registration.

Prep and Clubs: A register is taken at the start of prep and all clubs and unexplained absences are followed up.

Games: Pupils attending away matches are registered by Sports staff and the school office is notified of any changes to the published team sheet prior to departure.

Recording absences:

- Absence codes are indicated in the drop down menu on iSAMS, and teachers/tutors should enter the relevant code by the pupil's name to denote the reason for absence. Reasons not covered specifically should be noted as "Other" with a relevant description.
- The 'Authorised Absence' code should be used only where permission for the absence has been sought from, and approved by, the Headmaster. The 'Unauthorised Absence' code should be used where the child is absent without permission from the Headmaster and in the absence of a valid excuse. Records of notification are kept in the school office.
- If the teacher does not know the reason for absence, this should be recorded as 'No reason known (N)'. If the School Secretary knows the reason for absence, she will enter the appropriate code.

- In the case of absences recorded as 'No reason known (N)' and regarding which no telephone call has been received, the School Secretary will telephone parents to enquire why the boy is not at school. In practice, this will not happen until after 10.00 am.
- If a first day of absence is established as being due to illness, this will be assumed to be continuing if a boy is absent for the following two consecutive days. Thereafter, where no further information has been received, the School Secretary will telephone parents to confirm.

All letters notifying the school that pupils will be arriving late or leaving early must be sent to the school office, to be entered in the main school diary. The School Secretary records all relevant information on iSAMS on a daily basis. Boys' arrivals/departures during the school day must be noted in the "logbook" in the school office.