



## 4.01 ATTENDANCE AND REGISTRATION

This policy applies to:	Pupils / Staff / <del>Visitors</del> / Parents / All Prep / Pre-Prep / Kindergarten Day / Boarding
Person(s) responsible:	Deputy Head (Organisation and Pastoral Oversight) and Pastoral Leads
Last updated:	January 2025
Review period:	12 months
Next review:	October 2025
Important contact details:	Attendance Champion: Amy Jago <a href="mailto:ajago@farleighschool.com">ajago@farleighschool.com</a> Pastoral Leads: <a href="mailto:preppastoral@farleighschool.com">preppastoral@farleighschool.com</a> Office: <a href="mailto:office@farleighschool.com">office@farleighschool.com</a>

### Registration – Core Times

- I. The core points in the school day when registration will be undertaken on iSAMS are as follows:
  - a. **EYFS/Pre-Prep.**
    - Morning – between 08.15 and 08.35 (09.00 for Kindergarten).
    - Lunchtime – between 13.00 and 13.15.
    - Afternoon Sign Out – between 15.30 and 15.45.
  - b. **Prep.**
    - Morning – between 08.15 and 08.35 (08.45 to 09.00 on Saturdays).
    - Lunchtime – between 13.30 and 13.45 (12.00 and 12.20 on Wednesdays and Saturdays).
    - Afternoon Sign Out – between 16.45 and 17.00.
  - c. **Activities and Boarding.** Further registers are taken for both early and late Activity/Prep slots, for Supper and for entry into Boarding.

### Prep – Policy for Registration

2. Prep School Form Takers register all Forms electronically between 08.15 and 08.35 (Saturday between 08.50 and 09.00). In the event a student is absent without explanation, an ‘N’ code should be recorded in the first instance and updated with the appropriate symbol when the reason for absence is known. Form Takers forgetting to register are chased up asap by the Office Staff. At 09.00 (09.15 on Sat) the registers close and a report will be generated through iSAMS by the school office providing a list of all students still yet to have a reason for absence provided. These absences will then be followed up by the office staff, contacting parents if necessary, in order to provide the reason for absence. Any difficulties to be reported to Deputy Head (Organisation with Pastoral Oversight) or the Pastoral Leads, and if required the Missing Child procedure should be implemented in accordance with [2.7 Missing Child Policy](#).

3. A second compliance registration is taken at lunchtime between 13.00 and 13.15 for the EYFS and Pre-Prep, and between 13.30 and 13.45 for the Prep (12.00 and 12.20 on Wednesdays and Saturdays).

4. On Monday, Tuesday, Thursday and Friday all forms are signed out at 16.45 (at Exeats 15.30) and for some half and end of terms at mid-day). Boarders must also sign out with their form takers. The pupils are signed up and registered for each prep/activity that follow the Afternoon Sign Out using Involve.
5. If a child goes from sign out to an activity e.g. tennis, then the activity taker has taken over the responsibility for ensuring their safety. Registers are provided for all after school activities, including prep. Children not collected from the activity must be taken to matron or boarding staff in the dining room by the activity taker so that they are supervised until collection. If there is no response from the parents, arrangements will be made for pupils to join the boarders.
6. The [3.15 Sports Policy](#) describes how sign out registration is covered on match days. On these days, pupils not involved in matches and pupils in Year 3 and 4 are signed out at 15.30 after Activities.
7. **Missing Child.** If a child does not turn up at 16.45 for sign out, then it is the lead responsibility of the member of staff completing the register to find the pupil concerned or, if necessary, phone home/mobile. In conjunction with the SMT duty staff member (duty rota is available on the noticeboard in the staff room), consideration is to be given to enacting the [2.7 Missing Child Policy](#). If the pupil has not turned up as required, then they may be given a detention after a first warning.
8. **Uncontactable Parent.** If the parent/guardian is uncontactable and a message has been left, then the SMT duty staff member must be informed, in person or by mobile phone. The child should be taken to Matron, where parents/guardians will be contacted again. If this is still not successful, the child's emergency contacts will be called. Any children remaining in the dining room or unaccounted for by 18.30 will become the responsibility of the duty Matron. A record will be kept of late collections and recorded as a safeguarding concern on MyConcern. If there are concerns about a child's welfare, the DSL team will refer this on to Children's Services.
9. The [4.02 Security and Supervision of Pupils Policy](#) covers circumstances when a child is not picked up for an Exeat or holiday.

### **Signing in/out during the school day**

10. If there is reason for a pupil to leave or return to school outside of the regular registration periods, they should sign out at Main Reception. Permission for such absence should be sought in advance. Staff on reception will mark a pupil as 'Out of School' whilst absent and reinstate their presence when they return.

### **EYFS and Pre-Prep – Policy for Registration**

11. Pre-Prep class teachers register their class electronically before 09.00 each morning and at 13.00 in the afternoon. Parents are telephoned at 09.15 by the School Office if we have not had a message as to why the child is absent.
12. At the end of the Pre-Prep school day at 15.30 any children who have not been collected are taken to the Pre-Prep Hall where registers are taken for activities and Late Club. All children are recorded on one of the registers. When a child is collected from either Late Club or an activity the staff member who is taking the club crosses the child's name off on the register.
13. At the end of the Pre-Prep School Day or at pick up after a club, children will only be dismissed to their parent or another adult if written confirmation has been given to the class teacher or Head of Pre-Prep in advance.

### **Actions by Parents**

14. **Late Arrival.** Any pupils arriving at school after 08.15 must report to Reception for registering with the School Office, who will update iSAMS and inform the Form Taker that the pupil has arrived.

**15. Unplanned Absence on the Day.**

- a. **EYFS/Pre-Prep.** Parents are asked to use the '**Sickness Reporting Form**' on the School Portal **and** email the class teacher and Head of Pre-Prep if their child is absent.
- b. **Prep.** Parents are asked to use the '**Sickness Reporting Form**' on the School Portal.

**16. Planned Absence.** Any requests for future planned absences should be made using the '**Future Absence Form**' on the School Portal which will then be considered by the Headmaster and the Head of Pre-Prep for EYFS/Pre-Prep children.

**Children Missing Education (CME)**

17. When a child leaves, or is withdrawn from school, a proforma will be sent to the child's new school indicating whether there are Safeguarding/Child Protection concerns and any Child Protection records will be forwarded by 'signed for' delivery, email or via MyConcern. Receipt of delivery is recorded by the Designated Safeguarding Lead.

18. The school also makes a request that former schools forward safeguarding information on the new starters. The Head of Pre-Prep contacts the former school as part of the transfer protocol and will determine during this conversation if there are any safeguarding concerns for Pre-Prep children.

19. Whenever there is a leaver or a new starter, the school will report to the CME named person for Hampshire Local Authority (HLA) giving the following information:

- Child's full name
- Start date for new starters/Leave date for leavers
- Form/Year
- DOB
- Gender
- Parents' names and contact details (address, plus phone number and/or email)
- Previous school for new starters/Destination school for Leavers
- This school's address and a contact at this school

20. Until HLA have a means/portal for safe transfer of information, the above information is sent via a password protected document.

21. School attendance registers are carefully monitored to identify any trends. This is regularly done by the Office Staff and Attendance Champion, but in the first instance this would be recognised by the Form Takers and raised to the Heads of Year and Attendance Champion.. The School will inform the CME named person for HLA, and the local authority where the child is normally resident, of any pupil who fails to attend school regularly without cause or reason, or the school has suspicions regarding the explanation, or when a child has been absent without the School's permission for a continuous period of 10 school days or more.

22. If a Tier 4 sponsored pupil is absent for 10 days consecutively or has <80% attendance, then UK Visas & Immigration will also be informed.

**Deleting a Child's Name from the Register**

23. If a child's name is removed from the school register for a specific reason, for example, permanent exclusion, home education, medical reasons or when the child is in custody for four months, Farleigh will inform the Local Authority (where the child is resident). This must happen before the name is deleted.

## Attendance Codes, Descriptions and Meanings

New registration codes were brought into effect on 19<sup>th</sup> August 2024:

Blue - Nature of Absence needs to be recorded

Red - New or replacement codes

Codes	Pupil Attendance Codes
/	Morning session – present at the school when attendance register begins to be taken
\	Afternoon session – present at the school when attendance register begins to be taken
B	Attending a place for any other approved educational activity <i>(Where schools use code B, they must also record the nature of the educational activity in the Nature of Absence area)</i>
C	Absent with leave for other circumstances
C1	Absent with leave for the purpose of participating in a regulated performance
C2	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend
D	Attending another school at which they are a registered pupil
E	Excluded from the school
G	Absent without leave for the purpose of a holiday
I	Unable to attend because of sickness
J1	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA (under section 19(1) of the Education Act 1996 or section 42 of the Childrens and Families Act 2014) <i>(Where schools use code K, they must also record the nature of the educational activity in the Nature of Absence area)</i>
L	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended
M	Absent with leave for the purpose of attending a medical or dental appointment
N	Absent - circumstances not yet established
O	Absent - other circumstances
P	Attending a place for an approved educational activity that is a sporting activity
Q	Unable to attend because of lack of access arrangements by LA to facilitate their attendance
R	Day exclusively set apart for religious observance by the religious body to which the parent belongs
S	Absent with leave for the purpose of studying for a public examination
T	Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent
U	Absent for registration - arrived in school after registration closed
V	Attending a place for an approved educational activity that is a visit or trip
W	Attending a place for an approved education activity that is work experience
X	Absent with leave, not of compulsory school age and timetable does not require them to attend
Y1	Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available
Y2	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency
Y3	Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use
Y4	Whole school closed when school was due to meet for a session, but session has been cancelled
Y5	Unable to attend because pupil is subject to a sentence of detention
Y6	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease
Y7	Unable to attend because of any other unavoidable cause <i>(Where schools use code Y7, they must also record the nature of the unavoidable cause in the Nature of Absence area)</i>
Z	Pupil's name entered in advance of start date
#	Planned whole school closure – no session to take place