RADLEY

Attendance Registration Policy

November 2023

Registration

This policy should be read in conjunction with

[Missing Children Policy](#)

[Safeguarding Policy](#)

Student Visa and Guardianship Procedures

As a fully boarding school, the legislation for attendance registers does not apply (Education - Pupil Registration regulations 2006 4b).

However, the school has duty of care for our pupils. This policy is in place to ensure to ensure the wellbeing of pupils and that pupils are engaged with the school's curriculum.

The expectation is that in all but exceptional circumstances, pupils will be present throughout term time.

Requests for Leave of Absence

Details of rules for Privilege Weekends and Sundays Out can be found here: [Handbook for Socials](#).

Requests for routine absence (Privilege Weekends, Sundays Out, Medical Appointments etc) should be made through the Tutor (housemaster).

Requests to miss school for other reasons should be made through the Sub Warden.

The responsibility of The Tutor / Social Team

It is the responsibility of The Tutor / Social Team to take a registration twice a day, the results of which are recorded on the school MIS.

The exact arrangements can be determined by individual Tutors but it should include:

- A morning point of registration in Social before period 1 (Mo-Sa).
- An evening point of registration in Social (every day).

There is no formalised morning registration for Sunday but Tutors check attendance at Chapel.

Tutors should put up notices so that students know when and where to register.

The codes used are based on those listed in the ISI Regulatory Handbook

/   **present**;

T   **a**ttending an **approved educational activity** outside school (eg departmental outings, sport, work experience);

R   **remote learning**;

C   **authorised absence** (eg sickness, religious observance);

U   **unauthorised absence**;

X   **unable to attend through exceptional circumstances** (eg unavoidable closure of school)

The purpose of the registration is twofold:

- To ensure that the pupil's whereabouts is known. If it is not then the [Missing Children Policy](#) comes into effect.
- To give us data on how much pupils' as accessing education.

The above should be taken as a guide as to whether to mark a pupil present. For example, if it is known that a student is going to miss two lessons in a morning session for a medical appointment. He will be present for most lessons that morning and so should be marked P.

C should be used for illness whether the student is at home or in the medical centre but R trumps it. If the pupil is not well enough to attend lessons but is accessing the curriculum remotely then R should be used.

U and X will be rarely used in our setting and the Sub Warden should be informed if they are.

The music departments will share its register of boys who are doing early **morning music practices** with Tutors.

Strength and conditioning sessions, beagles etc should be less of an issue than music because boys go back to Social before period 1 to change.

Tutors should make appropriate arrangements to ensure that **day pupils** are registered.

The morning registration is likely to be the same as for boarders.

The evening registration may be earlier for those who live off site.

Where appropriate, registration may be delegated to parents when a student is the son/daughter of a member of staff who lives on site.

The Tutors has responsibility to monitor registration and to escalate any concerns to the **Sub Warden** who has overall responsibility for attendance.

The Absences List

We manage a list of pupils who are away (for illness, trips etc) which can be found in the Staff Resources section of the Helpdesk SharePoint site.

Reason for Abs... ∨	Name ∨	Date Start ∨	Date End ∨	Created By ∨	Comments ∨	Attachments ∨
Illness	▬▬▬	06/06/2021	07/06/2021	Trish Reeves	unwell at home, returning am	
Out of School	▬▬▬	07/06/2021	08/06/2021	Ali Hakimi	Broken finger - recovering from surgery at the weekend	
Trip	▬▬▬	07/06/2021	07/06/2021	Claire Mosedale	6.1 Art CEP trip 12 noon - 4.00 pm see attached list	📎

An individual entry should be made for each pupil unless the absence is due to a school trip, in which case, an attached list can be added.

The Responsibility of the Teacher / Activity Supervisor

All lessons and activities are considered points of registration.

If a pupil is unaccountably absent then the Don taking that lesson or activity should contract the pupil's Tutor and PHM.

Medium Term Development of these Systems

- Automatic calculation of the percentage attendance 100 x (/ + T + R) / (/ + T + R + C + U + X)
- Automatically notification when attendance falls below a. 92%, b. 84%
- Move absences from SharePoint to the MIS so this is integrated.