

CHINTHURST SCHOOL



REGISTERS POLICY

TB/WB/SN February 2016 (Review Date February 2017)

KEEPING OF REGISTERS

There is a legal requirement for us to keep accurate and up-to-date registers, indicating the pupils' attendance absence and lateness. It is essential that all staff observe their responsibility in maintaining their register accurately.

- Entries must be in ink and any amendments must show the original and amended entries, the reason for the amendment, the date of amendment and the name of the person making the amendment. In the case of unauthorised absence at the time of registration, it is usual practice to enter a circle and later the appropriate code if the absence does prove to be authorised or the attendance proves to be late.
- For all day pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during each afternoon session. It must show whether the pupil is:

(i) **present;**

(ii) **absent;**

(iii) attending an approved **educational activity** outside school (approved by the 'proprietor' and supervised by a person approved by the proprietor or head, and including work experience or sporting activity);

(iv) unable to attend through **exceptional circumstances** (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);

(v) taking **authorised absence** (granted leave of absence by the proprietor or a person acting on the proprietor's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);

(vi) taking **unauthorised absence** (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

Please be consistent in using the appropriate letters and symbols when taking the register

The DCSF has issued these new codes for schools to use in registers.

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| / | Present (morning) |
| \ | Present (afternoon) |
| B | Educated off site (NOT Dual registration) |
| C | Other authorised circumstances (not covered by another appropriate code/description) |
| D | Dual registration (i.e. pupil attending other establishment) |
| E | Excluded (no alternative provision made) |
| F | Extended Family Holiday (agreed) |
| G | Family Holiday (NOT agreed or days in excess of agreement) |
| H | Family Holiday (agreed) |
| I | Illness (NOT medical or dental etc. appointments) |
| J | Interview |
| L | Late (before registers closed) |
| M | Medical/Dental appointments |
| N | No reason yet provided for absence |
| O | Unauthorised Absence (not covered by any other code/description) |
| P | Approved sporting activity |
| R | Religious observance |
| S | Study leave |
| T | Traveller absence |
| U | Late (after registration closed) |
| V | Educational visit or trip |
| W | Work experience |
| X | Non-compulsory school-age absence |
| Y | Enforced closure |
| Z | Pupil not on roll |
| # | School closed to pupils. |

REGISTER PROCEDURE REMINDERS

1. Every morning all pupils who are present must be marked present in red ink. They must also have their afterschool arrangements completed daily on the 'Afternoon Arrangements' form.
2. If a pupil is absent a circle must be entered in blue or black ink.
3. The appropriate letter / symbol must then be entered in the circle explaining the absence.
4. All registers must be taken at the beginning of every afternoon session.
5. The total number of pupils present for each session (morning and afternoon) must be entered accurately at the bottom of the page. Do not accept another pupil's word for it that he has seen someone at school.
6. At the end of each week, the weekly totals should be entered.
7. At the end of each term, the termly totals should be entered.
8. When school is not open for some reason, or for half term, that space must be cancelled with the appropriate details.
9. At the beginning of each new term, start a new double registration page.
10. Receipt of all absence notes should be marked in the register. The note should be dated and kept until the end of term in the space at the back of the register.
11. All registers are to be taken to the school office and handed to the secretary after morning registration (08.30-09.00) and afternoon registration (13.40-13.45). The secretary will then check to see if there are any unauthorised absences. The secretary will telephone the parents of all children marked with an unauthorised absence and will then make the appropriate mark in the register. This phone call is made as soon as possible or by 10.15 am. The secretary will then notify staff by email as to the reason for the pupil absence.
12. If a pupil arrives late for registration or has to leave school for an appointment etc he/she must report in at the school office so that this can be entered in on the register. The pupil and parent signs the authorised day absence register in the office to show their presence or absence in the school building.
13. It is essential that all registers are kept in one central place in the school office, for reasons of safety or in case of fire. The 'Afternoon Arrangements' form is transferred to the Prep room for the afternoon and then returned to the Main School Office ready for the following day.
14. In the event of a fire or evacuation the registers and the authorised day absence sign in / out sheet are taken by the secretary out to the muster point.