



High March

ATTENDANCE AND REGISTRATION POLICY

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This policy applies to the Early Year Foundation Stage, Key Stage 1 and Key Stage 2

Useful Websites	
www.highmarch.co.uk	
www.education.gov.uk	
www.isi.net	

High March

Attendance and Registration Policy

Policy Statement

This policy has been written in accordance with the requirements of Buckinghamshire Local Authority and the following documents published by the Department for Education:

- Working Together to Improve School Attendance – Guidance for maintained schools, academies, independent schools and local authorities – September 2022 Children Missing Education – Statutory guidance for local authorities,
- **School Attendance (Pupil Registration) (England) Regulations 2006 effective 1st September 2006.**

The Admission Register

The Registrar is responsible for completing the Admission Register using the School's Management System, Engage. On payment of the deposit the following information will be entered onto Engage for each pupil:

- Name in full
- Name which the pupil uses at School.
- Sex
- Name and address of every person known to the School to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989)
- at least one telephone number by which each parent with whom the pupil normally lives with can be contacted in an emergency
- Where reasonably practicable, more than one emergency contact number per child will be held
- Day, month and year of birth
- Day, month and year of admission or re-admission (2023 Regulations) to High March
- Name and address of the last school attended, if any

In the school holiday prior to admission, the above information will be rolled over by the Bursar into the current pupils' section on Engage and the name of a pupil will be included in the register from the beginning of the first day that the pupil attends High March.

If a pupil fails to attend on the agreed or notified date, High March will undertake reasonable enquiries to establish the pupil's whereabouts and record this on the attendance register. Where the reason for non-attendance is unsubstantiated or of concern, High March will notify the Local Authority at the earliest opportunity.

Where a parent notifies High March that a pupil will live at another address, the following information will be recorded on Engage:

- The full name of the parent with whom the pupil will live.
- The new address.
- The date when it is expected the pupil will begin living at this address.

Pupils joining and leaving High March

The Local Authority, Buckinghamshire Council, requires High March to provide the following details for all pupils joining and leaving the School:

Notification to the Local Authority will include the following information:

- The full name of the pupil
- The full name and address of any parents with whom the pupil normally resides
- At least one emergency contact telephone number of the parent
- The pupil's future address (if relocating) and destination school including the date the child first attended or is due to start attending that school, if known
- The reason for deletion from the Admission register (if applicable)

This information is uploaded to the Buckinghamshire Council Secure File Transfer site (<https://securetransfer.buckscc.gov.uk>) using the template spreadsheet provided by Buckinghamshire Council.

The Attendance Register

Each class at High March will have an Attendance Register accessed via our School Management System, Engage. The School Office will keep the information held on Engage up to date with the pupils' details. The following information is included in the Pupil Details and Contacts on Engage for each pupil in the form:

- Surname and forename(s)
- Date of birth
- Address
- Contact telephone number
- At least two emergency contact numbers

It is the responsibility of the Form Teacher (or any other teacher covering for the Form Teacher) to ensure that the Electronic Register is completed at the start of each morning and afternoon session. Pupils are not allowed to complete any Attendance Register.

The Director of Music and Head of Drama draw up weekly timetables which are displayed on the electronic noticeboards in Acacia and at registration in the form rooms in Upper School. Girls attending additional lessons before or after registration will be listed on the calendar, but will also attend registration.

Backup procedure for the Attendance and Admission Registers

On the first working day of every month a member of the Admin Team will run the Engage "Attendance in Date Range by Pupil" and the "Admission Register List" reports for the preceding month. The reports are saved in the "Attendance and Admission Register Reports" folder of the Office drive on the School network. An additional copy of each of the two monthly reports is saved onto a USB memory stick and stored in the safe in the Bursar's Office.

Copies of these reports will be retained for three years after the end of the school year in question.

Completing the Attendance Register

The Attendance Register must record whether each pupil is:

- Present
- Absent
- Attending an approved educational activity outside school approved by the Headmistress

- Attending a place other than the School for approved remote education.
- Unable to attend through exceptional circumstances and the nature thereof (such as unavoidable closure of School site or part of it) and in that event of unplanned but unavoidable closure, whether remote education is provided on that occasion.
- Taking authorised absence and the nature thereof (such as granted leave of absence by the Headmistress; 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)
- Absent because the pupil is excluded.
- Taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established)

Any amendments made on the Engage Register show the original and amended entries. For example, where the reason for absence is not initially known, an N should be entered and a reason entered at a later stage if known (ideally within two weeks), but if a reason is never established the N remains as unauthorised absence. The School Office will check the N entries at the end of each month.

The following codes must be used inside each Attendance Register:

/ \ Present

Authorised Absence codes

B	Educated off site (NOT DUAL registration)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registration (ie pupil attending another establishment)
E	Excluded (no alternative provision made)
F	Extended Family Holiday (agreed)
H	Family Holiday
I	Illness (NOT medical or dental etc appointments)
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
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	Untimetabled sessions for non-compulsory school-age pupils
X	Y Enforced closure
Z	Pupil not on roll
#	School closed to pupils

Unauthorised absence codes

G	Family Holiday (NOT agreed or days in excess of agreement)
N	No reason yet provided for absence
O	Unauthorised absence (not covered by any other code/description)

Further guidance regarding the codes to be used:

- If a child is on holiday please use the H code if the absence has been authorised by the Headmistress as the F code is only to be used if the child will not return for a long period. If the holiday is unauthorised absence then the G code should be used.
- If a child arrives late but the register is still open (not yet saved) please use the code L. If the register is closed (saved) use the code U.
- On trips days, please place a / when you call the register in the morning and a V should be recorded by a member of the Admin Team for the afternoon session.

There is no need to complete the register for Saturdays and Sundays when pupils are away on a residential trip which covers a weekend.

If a pupil is visiting the School for a taster day then she will be signed in and out of the Visitors' Book by the Registrar. There is no need to add her name to the form's attendance register.

Parental Requests for Authorised Absence

Parents who know in advance that they need to request leave of absence for their child, are asked to complete a leave of absence request using MSP (My School Portal).

Following the amendments to the 2006 School Attendance Regulations in 2013 Head Teachers may no longer grant any leave of absence during term time unless there are exceptional circumstances. These provisions are reproduced as amended in the School Attendance (Pupil Registration) (England) Regulations 2023. This means that for most holidays during term time a child's absence will be unauthorised. The School publishes the following advice to parents on our website;

"As far as possible holidays should coincide with the School's generous set annual holidays. We are duty bound to point out to you that taking your child out of School during term time will be disruptive to his/her education and there will undoubtedly be lessons that he/she will miss that he/she will not be able to catch up with on return to School. In addition to the interruption to your child's academic education, he/she will also, of course, miss out on the invaluable social interaction with friends and the School community as a whole. Work will not be set before the holiday as in our experience the children need the prior teaching and any work undertaken in these circumstances is usually not completed satisfactorily. If a child takes a holiday during term time then the teacher will set any necessary catch-up work after the holiday."

If a child will be absent from school due to sickness or another reason that could not have been foreseen in advance, parents are asked to telephone the School Office before 9:00am on the first day of the absence.

Procedure for the daily registration of pupils

Junior House

- Morning registration is completed electronically on Engage by the Form Teacher by 9:10 am. The register is then checked by the Receptionist.
- Any unexplained absence is first checked by the Receptionist in case the child is in school, but missed registration. If the child is not in school, the Receptionist will ring the parents by 9:30am to check that the child is absent.
- The Receptionist prints out the Absence List – Fire Drill Report from Engage by 9.30am and attaches the sheets to the laminated class lists stored in the School Office. This is also done again at 2.15pm after Afternoon Registration by the School Secretary.
- Children who arrive or leave after morning registration gain admittance or exit via the School Office and the child will be signed in or out using the IN/OUT book.

- If a child is sent home or leaves school early for any reason, the School Office will sign him/her out in the IN/OUT book.
- Afternoon registration is completed by the teacher teaching the class at the beginning of the first lesson in the afternoon. Any unexplained absences are checked with the IN/OUT book by the School Secretary.
- Children who arrive after afternoon registration gain admittance via the School Office and the child will be signed in using the IN/OUT book.

Upper School

- Morning registration is completed electronically on Engage by the Form Teacher by 8:40am. The Assistant Tutor(s) then checks the registers.
- Children who arrive between 8:40am and 9:00am (during Prayers) gain admittance to the School via the front door. The child's arrival should be reported to the Assistant Tutor who will then record on Engage using the appropriate code.
- Just before 9:00am the Assistant Tutor reports any absentees to the Upper School Administration in the School Office. The Upper School Administrator will inform the Assistant Tutor of any phone calls or messages received from parents reporting a reason why their child is absent. The Assistant Tutor then amends Engage accordingly.
- Any unexplained absence is first checked by the Assistant Tutor in case the child is in school, but missed registration. If the child is not in school, the Upper School Administrator will ring the parents by 9:30am to check that the child is absent and seek the reason for absence.
- Children who arrive after registration has closed, sign into the IN/OUT book and Engage is amended as necessary.
- A list of children absent is posted on the whiteboard in the staff room by the Assistant Tutor, so that teachers are informed.
- Assistant Tutors print off registration class lists after morning registration. They place them in a clear folder and leave them by the front door in the fire basket. These and the Signing in and out sheets are taken out in the event of an evacuation and used to check those present (in the absence of the Assistant Tutors the Upper School Administrator completes this task).
- If a child is sent home or leaves school early for any reason, her name is added to the list on the whiteboard in the staff room. The parent or carer will be asked to sign her out in the IN/OUT book.
- Afternoon registration is completed by the teacher teaching the class at the beginning of the first lesson in the afternoon. Any unexplained absences are checked with the IN/OUT book and the School Office.

Recording and Monitoring Lateness and Absences

All absences will be recorded on Engage.

The Head of Junior House and Head of Upper School regularly monitor and review pupil lateness and absence. Where either are becoming a cause for concern due to the negative impact it is having on a pupils progress or wellbeing parents will be contacted and invited to a meeting to understand any barriers for attendance and discuss strategies for improved attendance. Regular monitoring of attendance is important as we recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

Prep/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 registration sheet placed with the signing in/out clipboard at the front door of Upper School prior to departure. The Sports Staff place a list on the Staff Room Board and team lists are included in the weekly bulletin and are on the US calendar to let staff know who is attending the fixture. Any changes to the published lists will be circulated and shared with the School Office.

Procedure to be followed when a pupil leaves the School

When a pupil leaves High March the Registrar will enter onto Engage the date of leaving, the name of the destination school (if known) and the date when the pupil first attended or is due to start attending that school. The Admission Register will be retained on Engage for at least six years after the end of the school year in question beginning with the day on which the entry was made. If the name of the destination school is not known then the Registrar will write the words "Left to an unknown destination" and the Registrar will inform the Local Authority.

A pupil's name will be deleted from the Admission Register on the grounds that he/she has not returned from a leave of absence exceeding ten days only if the school and the Local Authority have failed, after reasonable enquiry, to ascertain where the pupil is.

After a period of continuous unauthorised absence of twenty school days a pupil's name may be deleted from the Admission Register provided that the school does not have reasonable grounds to believe that the pupil is unable to attend school by reason of sickness or unavoidable cause and the Local Authority has been informed.

Occasions when the Local Authority will be notified that a pupil's name is to be removed from the Admission Register on Engage

High March will make reasonable enquiries to establish the whereabouts of a pupil jointly with the Local Authority before deleting a pupil's name from the Admission Register on Engage.

The Local Authority will be notified when a pupil's name is to be removed from the Admission Register on Engage at a non-standard transition point under any of the seventeen grounds set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2023 (The fifteen grounds are clearly stated in Working Together to Improve School Attendance 2023: 155-186)

Notification to the Local Authority will include the following information:

- The full name of the pupil
- The full name and address of any parents with whom the pupil normally resides
- At least one emergency contact telephone number of the parent
- The pupil's future address (if relocating) and destination school including the date the child first attended or is due to start attending that school, if known
- The reason for deletion from the admission register (as per the regulation 8 of the Education (Pupil Registration) (England) Regulations 2006)

Monitoring of Attendance and Notification of Children Missing Education to the Local Authority

Pupils' attendance and punctuality will be monitored through the daily registers. It is the duty of the Form Teacher and the School Office to notify the Headmistress if they have concerns about a pupil's attendance. The Local Authority will be informed of any pupils who fail to attend regularly and the following attendance issues will be reported to the Local Authority:

- Ten days of unauthorised absence (other than for reasons of sickness or leave of absence)
- Failure to attend regularly
- Deletion from the School register when the next school is not known.

If a child of compulsory school age leaves High March without a confirmed alternative destination:

- During the first five days, preliminary checks will be made to try and establish the child's whereabouts. Within 5-10 days, written contact will be attempted and the School Attendance Officer will be contacted. On Day 10, CME referral will be made.
- A [CME Tracking Sheet](#) (Schools) will be completed and sent to the Children Missing Education Officer at Buckinghamshire County Council via the CME online referral ([Click Here](#)).
- http://www.buckscc.gov.uk/bcc/schools/support/children_missing_education.page?
- The contact details for the above are telephone 01296 382091 or 01296 383098 and email: childrenmissingeducation@buckinghamshire.gov.uk

Appendix 1

Annex A: Grounds for deleting a pupil from the school admission register

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the as amended School Attendance (Pupil Registration) (England) Regulations 2006
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the School and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that – (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and –

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
	<p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	(1) (j) - that the pupil has died.
11	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	<p>8(1)(o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii)) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>