

# **Herries Prep School**

## **Registration and Attendance Policy**



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## **Reviewed September 2025 Rob Grosse - Headteacher**

### **Purpose of this Document**

The school will at all times promote best practice to ensure the safety and wellbeing of its pupils. A school's attendance records are important in promoting effective pupil attendance management. The law requires regular attendance by pupils registered at school and correctly completed registers are a compliance and a Health and Safety requirement.

The policy, agreed by the Board of Governors, is distributed to all relevant staff. Further copies of the policy are available from the School Office/Headteacher on request.

This Policy takes into account statutory guidance Working Together to Improve School Attendance 2024

### [Working Together to Improve School Attendance](#)

### **Aims and Objectives**

- To encourage pupils to arrive between 8.30am and 8.45am. Registration is taken between these times and lessons begin promptly at 8.50.
- Registers close at 8.50.
- To ensure safety of all pupils, no one should arrive before 8.30am unless registered for the 'Earlybird' sessions, which commence at 8am until 8.30am
- To fulfil statutory requirements.
- Safety for children.
- Monitor attendance, which may reflect upon pupil performance.
- To identify significant patterns of attendance.
- To ensure correct fire drill procedure.

### **Procedures**

The attendance register will be taken by the class/form teacher between 8.30 and 8.50am and again at 1.30pm. This is completed through the iSAMs Management Information System. The drop down menu has the appropriate codes which must be followed.

- Any telephone messages received regarding the child's absence will be emailed to the classteacher and recorded by the school secretary
- If a child has not arrived by 9.15am and there has been no message from the parent/carer it is the responsibility of the School Secretary to telephone home to ascertain the reason for non-attendance.
- If it is not possible to find the reason for the absence from the first number all of the contacts numbers will be tried and messages left. If there is still no response an email will be sent. The process is repeated until an answer is provided. If there has been no response by 9.30 then the Head will be informed and the matter will be followed up as a potential Child Protection issue.

### Reasons for absence

- Medical, Dental, Hospital Appointment – no absence needs to be recorded if a pupil is present for registration but has a medical appointment later or goes home due to illness in that session (i.e morning or afternoon).
- Holidays – parents are strongly encouraged not to take holidays during term time and permission from the Headteacher must be sought in advance. Only in exceptional circumstances will the Headteacher agree to an absence for holiday reasons and a note will be made on the school calendar
- Circumstances – Bereavement, weddings etc, exams e.g. music, ballet.

- If a child arrives after the register has been taken the child will be registered by the school secretary.

#### Other

- Any child leaving school during the day for an appointment e.g. dental, will be signed out by the secretary
- Letters and completed forms explaining absence will be kept for a minimum of one year in pupil folders.
- The class/form teacher will monitor absence and lateness during the term. There will be a termly review and class/form teachers will report the results of the review to the Headteacher. Attendance for the whole academic year is noted on the end of year report that is sent home. The Headteacher will contact the parents if there are concerns.
- Registers will be available during school hours for inspection.