



ST JAMES
Senior Girls' School

Registration Policy

St James Senior Girls' School

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The aim of the Registration Policy is to ensure the school is following the required guidelines in its admission and registration procedures and to ensure that all staff are aware of these procedures.

Admissions Register

The Admissions Register is maintained electronically through the use of the school's database (SchoolBase) by the Registrar.

For each pupil, the Admissions Register must contain: full name; sex; address of all parents/guardians (and an indication of the parent with whom the pupil normally resides); at least two telephone numbers at which the parent/s (or a friend or other relative) can be contacted in an emergency where reasonably possible; full date of birth; date of admission or re-admission to the school; name and address of last school attended (if any); date of leaving (when known) and an indication of boarding or day attendance.

Admissions Register creation and backup procedure

The school database (SchoolBase) holds a record of all current pupil information and is updated at any time a change is necessitated. These records are saved on a monthly basis by the Registrar to produce an 'Admissions Register' and are included in the normal daily backup.

When a pupil leaves the school, her entry in the school database is changed to mark that they have left, including the reason, date of leaving and the destination where applicable. The Registrar also notifies our local authority (Hammersmith and Fulham) when a pupil's name is removed or added to the admissions register at non-standard transition times.

Each 'Admissions Register' is stored as a PDF document whose file-name includes the date that the register was created. A new register is created monthly from the school database and is backed up to a USB stick. The PDF documents are stored in an Admissions Register folder on O drive\Admissions. The folder contains all the PDF documents that have previously been created, including the most recent register.

Daily attendance registers

Registers are kept electronically (the MIS we use is SchoolBase) and the attendance register is in accordance with the Advice on School Attendance September 2018 issued by the DofE.

(See Appendix 1 for full details of Attendance Statuses used on our system.)

Registers must be fully and accurately completed to comply with the law and our obligation to the Department for Education.

Registers should be completed electronically twice a day at 8.40am and at 2.25pm. They should be completed by the Form Teacher or his/her appointed replacement by calling out the pupil's name and visually checking that the pupil is present, entering 'Present' am or pm as relevant. If a pupil is not present, the teacher taking the register should mark her as 'N'.

Registers must show whether a pupil is:

- present;
- absent;
- attending an approved educational activity;

- unable to attend through exceptional circumstances;
- taking authorised absence;
- taking unauthorised absence.

The Attendance Secretary must phone the parents of any girls for whom there is no information by 9.30am. If she is unable to contact parents, she should leave a message on all known phone/email addresses. If there is no response by 10.00am, a message should then be sent to the Deputy Head (Pastoral) informing them of the situation. A file note is posted on the register stating, 'no contact'. If there is no response to the messages left and the Form Teacher or Deputy Head (Pastoral) have been unable to ascertain the whereabouts of the pupil, the Deputy Head (Pastoral) will inform the Headmistress by 10.15am at the latest. At that point the Headmistress may decide to contact the Police. (See the Missing Pupil Policy for full details.)

Once a pupil's whereabouts have been established, it is the responsibility of the Attendance Secretary to complete the entry for the given period on the registration system. This is a matter of priority.

Form Teachers should complete the morning registers when they are in school except:

- On scheduled days off
- When absent due to illness
- When a substitute Form Teacher has been timetabled or requested to register their class

All staff receive registration training. **Any changes made on the system are automatically recorded.**

Back up of daily attendance register

The electronic attendance register is backed up by the Attendance Secretary, and additionally, saved on a USB stick every month and retained for three years after the end of the relevant school year.

Late arrivals

Girls who arrive late (after 8.40am) should sign in on the InVentry system at Reception and in the Senior Girls' office. As they have arrived late (after 8.40am) but before the register is closed, they will be marked as late (L) by the Attendance Secretary in the Senior Girls' Office. Girls who enter after 8.50am with no good reason should be marked as an unauthorised absence (U). However, if girls, having left home in good time, arrive after 8.50am because of exceptional circumstances, such as trains not running or bad weather conditions, the acceptable time of arrival will be extended. The girls will be marked as late (L) once they enter the building, which counts as present.

The Head of Section will note the girls who are late twice or more in one week, and at her discretion, will arrange for a detention for lateness. If the lateness is unavoidable, and/or is accompanied by a note or followed up by a phone call/email from the parent, then no action will be taken. It is emphasised that punctuality is an important factor in the education of a young person.

Pupil absences

If a pupil is absent for a reason other than illness, (i.e. hospital/dental appointment), then a letter or e-mail should be sent into school beforehand informing the Form Teacher and Attendance Secretary. It is clearly in the best interests of the pupil that school time is not missed for routine appointments unless absolutely unavoidable.

In the case of a proposed longer absence, then permission must be sought in writing or by email from the Headmistress in advance, in sufficient time in order to receive the appropriate reply.

All letters requesting absence from school, except those regarding routine appointments, should go to the Headmistress and be recorded on the girl's individual file and a pupil file note should be entered on the class register on SchoolBase.

If the pupil is ill, the parent should inform the School Office prior to 9.00am either via email to attendance@sjsg.org.uk or by phone to 020 7348 1752. The Attendance Secretary will phone home to inform the parents that a child has not arrived at school, if no message has been received by 9.00am. (See the Missing Pupil Policy for full details.)

It is the responsibility of the Form Teacher to give the office copies of notes from parents or forward any emails regarding attendance and the Attendance Secretary should enter the relevant information on the register at the appropriate time.

Activities that take place during registration time

A register for activities that take place during the morning registration time must be kept. Pupils who attend early morning lessons/clubs will sign in on the InVentry system at Reception. Club teachers will do their registers at 8.05am and then provide the Attendance Secretary with a copy of their registers. Other pupils should arrive at 8.30am and the registration period opens at 8.40am and closes at 8.50am. If a pupil misses the afternoon register at 2.25pm, they will need to register in the school office.

Fire Regulations

Once registration is complete the Attendance Secretary will place a completed absentee list in the plastic wallet on the office door, to be readily available in case of emergencies. An absentee list will also be emailed to all teaching and office staff. The Attendance Secretary will also print off a list of pupils who are onsite from InVentry and ensure that they are all accounted for.

Signing in/out during the day

Girls leaving the building during the school day, for whatever reason, must sign out in the School Office and at Reception on the InVentry system. This includes Sixth Formers who may leave the building during their free periods. This does not apply to classes on trips and visits. The teacher in charge of a trip or visit will inform the Secretary to the Deputy Heads which girls/classes will be out; they will pass this information to the Attendance Secretary and Receptionist.

Off-Site curricular activities, e.g. sport

Pupils taken off-site for games or other recognised curricular activities are registered before they leave school. When returning to school the original register is used to register names as girls board the coach or prepare to walk from the activity to school. A note of those pupils who are

dismissed directly from the games site, with parental permission, will also be kept. If a girl is missing without a valid reason, the teacher must immediately contact the Attendance Secretary to inform them.

After school activities

All pupils who stay on in school after the end of the normal school day should sign in in their form rooms. Pupils waiting for music lessons should do so in the Library. Once pupils have signed in after school with their form teachers, each form’s list is taken to the receptionist. This ensures the receptionist has accurate information about who is in the building.

A register should be taken before the activity; and a copy given to the Attendance Secretary. Any absences that have not been authorised by the duty teacher should be followed up by the Attendance Secretary. The Attendance Secretary will inform the member of staff on SMT duty if there are any pupils that cannot be accounted for so that he/she can contact the parents to ascertain their whereabouts.

When the activity has finished, girls must sign out and leave the building immediately.

Lesson attendance Registers

Each teacher must keep a register showing the attendance of each pupil in his/her lessons. This includes routine curricular activities e.g. sport that take place off-site. Pupils will be registered before they leave school and registered again as they board transport to return to school.

Availability of hard copies of Registers

The electronic registration programme can provide a print-out showing a term at a time, to be available for inspectors if requested.

Backup of electronic system

The SchoolBase database is backed up daily. In case of emergency, all details on the system up to that moment are immediately available on a laptop. When emergencies occur, this laptop and power cable is removed to the playground by the Registrar or, in her absence, the Attendance Secretary.

Signed by:	Hugh Venables Chair of Governors
Date of adoption of this policy	Autumn 2020
Date of last review of this policy	Autumn 2020
Date for next review of this policy	Spring 2021
Policy owner (SMT)/other	Deputy Head (Pastoral)/Attendance Secretary

Appendix 1 - Explanation of attendance statuses

Present

- Present Morning (/)
- Present Afternoon (\)

Approved Educational Activity

- Educational visit or trip (V)
- Work experience (W)
- Approved sporting activity (P)
- Education off site (NOT Dual registration) (B)
- Interview (J)
- Dual registration (i.e. pupil attending other establishment) (D)

Authorised Absence

- Notified Illness (NOT medical or dental etc. appointments) (I)
- Medical/Dental appointments (M)
- Approved study leave (S)
- Authorised (family) holiday (H)
- Religious observance (R)
- Extended authorised (family) holiday (F)
- Excluded (No alternative provision made) (E)
- Traveller absence (T)
- Other authorised circumstances (not covered by another appropriate code/description) (C)

Unauthorised Absence

- Late (after registration closed) (U)
- Unauthorised (family) holiday (NOT agreed or days in excess of agreement) (G)
- Unauthorised absence (other: not covered by any other code/description) (O)
- No reason yet provided for absence (N)

Late

- Late (before registers closed) (L)

Consult Before Use

- Enforced closure (Y)
- 16+ Not required to attend (Untimetabled sessions for non-compulsory school-age pupils) (X)
- Pupil not on roll (Z)
- School closed to pupils (#)

Present Morning/Afternoon: (/ \)

Brief Description	Present / = am \ = pm
Statistical Meaning	Present
Legal Meaning	Present
Physical Meaning	In for whole session
DfES Definition	Present at registration

COVID-19 Addendum

From the beginning of the new academic year, we have returned to using the attendance and absence codes before the outbreak, in addition to the new category of ‘not attended in circumstances related to COVID-19’:

- Pupils not attending a session who meet the criteria for ‘not attending in circumstances related to coronavirus (COVID-19)’ are recorded using code X
- We use code X for the non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak.

Pupils need to self-isolate if they have symptoms and get a test. If a pupil tests negative and they no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (with a different illness), they will then be recorded as an I (illness). Code X will only be used up until the time of the negative result.

If a pupil tests positive, they should continue to self-isolate for at least ten days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of smell or taste (anosmia). Code X will be used for the period of self-isolation until the test. If pupils test positive, they will be recorded as I (illness) until they are able to return to school. Pupils also need to self-isolate if someone in their household develops COVID – 19 symptoms.

If the member of the household tests negative, the pupil can stop self-isolating and can return to school. Code X will be used until the time of the negative test result when the pupil can return to school.

If the member of the household tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X will be used.

If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X will also be used in the register.

The DfE Educational Settings status form will be completed every day by midday in order to provide the number of pupils and teachers in attendance.