



BISHOP LOVEDAY CE PRIMARY SCHOOL

Registration Policy

Policy reviewed: January 2018

To be reviewed: January 2019

Signed: Headteacher

Signed: Chair of Governors

At Bishop Loveday School we work within an inclusive, Christian environment promoting Christian values including Love, Respect, Friendship, Unity, Courage and Forgiveness. These permeate all aspects of school life enabling us to help every child achieve their full potential by equipping them with a feeling of self-worth, a respectful attitude towards others, an excitement for learning and an enthusiasm for life. We equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their future enabling them to lead happy and rewarding lives.

Pupil registers are legal documents which must be kept accurately and in accordance with defined procedures. Registers are entered onto the Integris central database directly.

1. Registers to be taken twice daily at 8.55 am and 1.15 pm. The afternoon register can be completed without calling out names.
2. Registers are completed by electronic registration by the teacher or Office Administrator if the usual class teacher is absent. A laminated class sheet is also returned to the office after each registration, showing absences to the office - these are used in the case of a fire.
3. Registers close at 9.05 am and 1.20 pm.
4. If a child has not arrived during the class registration time he/she will be marked with an N to indicate absence.
5. Children arriving after the register has been taken in the classroom, must be sent to the office. If they arrive before either 9.15 am or 1.30 pm, they will be entered with L. Those children who arrive between 9.15 am and 12.15 pm or between 1.30 and 3.15 pm, and do not have an acceptable reason for their lateness, will be entered on the system with a U. Children who arrive after the registration period who have an acceptable reason will be marked with the appropriate code.
6. The office can be informed by the parent/guardian of the reason for absence either directly in person, by telephone, by email or in a dated written form of communication. Reasons given by children do not suffice. If the parent doesn't contact school to give a reason, the Administrative Officer will send a text message to remind the parent to do so. If there is still no message from the parents by 9:45am, parents will be contacted by phone.
7. It is the responsibility of parents / carers to inform the school of absences. parents do not respond to the text or phone call, then the absence is recorded as unauthorised after 5 school days.
8. The codes to be assigned for reasons for absence are listed below and are available on the computerised system. Teachers should check with the School Office Manager or the Headteacher if they are uncertain which code to use.

9. Acceptable explained absences are illness, dental/medical appointments, family bereavement or trauma, religious festivals and educational visits.
10. Any parental explanations of absence must be kept in the register drawer in the school office.

It is the staff responsibility to make every effort to prevent accidental unauthorised absences.

- The official register is printed every 4 weeks (one month in arrears).
- If notice is given, data can be retrieved on request, e.g. how many times a child has been absent, late, or holidays within a given time.
- DCSF returns will be automatic, together with statistics for school prospectus.

These symbols are used most frequently

<p>Authorised Absence</p>	<p>/</p> <p>B</p> <p>C</p> <p>H</p> <p>I</p> <p>L</p> <p>M</p> <p>P</p> <p>R</p> <p>V</p>	<p>Indicates the child arrived after the prescribed registration period with a good reason (e.g. medical appointment). A comment will be added to this mark</p> <p>Educated off site.</p> <p>Other authorised circumstances, e.g. death of a parent, house fire, sudden illness of a relative.</p> <p>Family holiday (for which leave has been granted). 10 school days in a school year, September – July</p> <p>Illness (not medical/dental appointments)</p> <p>Interview at another school</p> <p>Late (before register closed)</p> <p>Medical/dental – covers absence due to medical/dental appointments. Also visits to Orthodontist/Optician/Psychiatrist/Family and Child Guidance.</p> <p>Approved sporting activity.</p> <p>Day of religious observance in the religious body to which the parents belong.</p> <p>Approved visits to schools or education centres i.e. secondary school transfer, Stackpole.</p>
<p>Unauthorised Absence</p>	<p>N</p> <p>O</p> <p>U</p>	<p>The child was not present during registration and no acceptable explanation has been received.</p> <p>Unauthorised absence.</p> <p>Indicates child was late and arrived outside the prescribed registration period</p>