



Exeter Pre-Prep School

Pupil Registration Policy

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Next review date:	September 2026

This policy applies equally to all pupils across the school, including EYFS.

Introduction

This policy provides a framework and guidance for staff and parents to ensure a positive start to the school day.

Relationship to other policies

The policy should be read in conjunction with the policies on attendance and admissions.

Registration procedure

Children are able to come into school from 8.30 am daily and official registration time takes place at 8.50am. Teachers complete the online register through the school's management information system, iSAMS. Any pupil who is absent is marked with the code N, to indicate that 'no reason has yet been given for absence'. The school office will then check why the pupil is absent and enter the relevant code to record this.

Late arrivals

Pupils who arrive 'late before the close of registration' (after 8.50am but before 9.00am) will be marked with an L and the number of minutes late. Registers are checked by the school office at 9.00am. Should a pupil arrive later than 9.00am, they will be marked with the code U to indicate 'late after registers close' by the school office.

Roles and responsibilities

The Head will ensure that:

- Pupils are registered accurately and efficiently
- Parents or carers are contacted when reasons for absence are unknown or unauthorised
- Pupil attendance and lateness are monitored regularly
- School attendance statistics are collated at the end of the academic year
- The Local Authority officer would be provided with registers of attendance and supported in following up long-term absences
- Pupils absent for long periods because of ill health receive appropriate learning support

All teachers are expected to:

- Register pupils accurately and efficiently in accordance with the latest government guidance
- Report pupil attendance and lateness daily
- Encourage pupils to attend school regularly and inform colleagues if there is a problem that may lead to absences

Pupils will be encouraged to:

- Attend school regularly
- Be punctual
- Answer to their name when registers are called

Parents will be asked to:

- Ensure the child attends school regularly and is punctual
- Inform the school on the first day of non-attendance (ideally no later than 8.50am, the official registration time) by calling the school office or leaving a message on the answer phone
- Discuss unavoidable planned absences with the school in advance using our absence request form, which is available on request from the school office.

Monitoring and evaluation

The Head would notify the appropriate body if a child was not in attendance on a regular basis. The school would inform the Local Authority if ten days of unauthorised absence occurred (other than for sickness or leave of absence). See attendance policy for details of procedures to follow if a child fails to attend school.

Register codes

The Department for Education requires all schools to use the same attendance and absence codes, as set out in Chapter 8 of *Working together to improve school attendance* (2024). We only use these codes when registering all pupils at Exeter Pre-Prep School:

- / = Present (AM)
- \ = Present (PM)
- # = Planned Whole Or Partial School Closure
- B = Off-Site Educational Activity
- C = Leave Of Absence Granted By The School
- C1 = Regulated Performance
- C2 = Temporary Reduced Timetable
- D = Dual Registered At Another School
- E = Excluded But No Alternative Provision Made
- G = Holiday Not Granted Or In Excess
- H = Family Holiday Granted By The School
- I = Illness
- J = Interview
- J1 = Employment/Educational Interview
- K = Educational Provision Arranged by Local Authority
- L = Late Before Registration Closed
- M = Medical Or Dental Appointment
- N = Reason For Absence Not Yet Provided
- O = Absent Without Authorisation
- P = Participating In A Supervised Sporting Activity
- Q = Lack of Access Arrangements by Local Authority
- R = Religious Observance
- S = Study Leave
- T = Traveller Absence
- U = Arrived In School After Registration Closed
- V = Educational Visit Or Trip
- W = Work Experience
- X = Non-Compulsory School Age (e.g. Nursery)
- Y = Exceptional Circumstances
- Y1 = Normal Transport Unavailable
- Y2 = Widespread Travel Disruption
- Y3 = Part of School Out of Use
- Y4 = Session Cancelled - School Closed
- Y5 = Subject to Sentence of Detention
- Y6 = Infection or Disease
- Y7 = Other Unavoidable Cause
- Z = Prospective Pupil Not On Admission Register