

Registration, Attendance and Punctuality Policy

Prep School including EYFS

2024 / 2025



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

IBSTOCK PLACE SCHOOL

Attendance and Punctuality Policy

Prep School including EYFS

Scope

This policy applies to all Prep pupils (including EYFS) and staff Ibstock Place School (hereinafter 'Ibstock' or 'the School').

Roles and Responsibilities

The Governing Body has a statutory responsibility to ensure that this policy is ratified and compliant, as set out in the Independent School Standards 2019 (ISS). The Governing Body delegates this responsibility to the Head, who is accountable for the operationalisation of this policy. In turn, the Prep Co-Head is delegated responsibility for the consistent application and implementation of this statutory policy across the School. Staff must follow the expectations set out in this policy.

Introduction

The Keeping Children Safe in Education (KCSiE) 2024 guidance has introduced updated definitions concerning attendance, specifically focusing on Children Missing Education and Children Absent from Education. This policy addresses Children Absent from Education, which refers to pupils who are unable to attend school for their regular education due to various reasons, including illness, school fixtures, or family circumstances. In contrast, Children Missing from Education are defined as those who are not enrolled at any school. This policy aims to ensure that all pupils receive the necessary support and resources to facilitate their education, even in circumstances that prevent regular attendance.

Policy

The policy of the School follows the DfE guidelines for registration, advice from the local authorities and particular attention is paid to accurate registration and the Live Register may be used as evidence in cases where parents are prosecuted for school attendance offences. The Live Register data is kept for a period of three years after the date on which it was last used.

Practice

- The *Live Register* is electronic and must be taken at the *beginning* of each morning and afternoon session, in which pupils are marked present or absent.
- The *Live Register* must show whether an absence of a pupil is authorised or unauthorised. It is important to remember that the School and not the parent authorises absence.
- Specific practice is outlined overleaf.

School Day

Kindergarten and Prep 1:

Arrival: 08.30 - 08.40. Pre-Prep Gate

Dismissal: 15.30-15.40. Pre-Prep Gate

Prep 2:

Arrival: 08.10-08.20. Pre-Prep Gate

Dismissal: 15.40-15.50. Pre-Prep Gate

Prep 3-Prep 6:

Arrival: 08.10-08.20. Prep 3 Gate, Theatre Gate and Prep 6 Gate

Dismissal: 15.40-15.50 Prep 3 Gate, Theatre Gate and Prep 6 Gate

Registration Times

- All Prep School pupils are required to be in School in good time for registration.
- In the Prep School, morning registration takes place between 08.20 and 08.25 by the Class Teachers using Live Register.
- In the Pre-Prep School, morning registration takes place at 08:40 and 08.45 by the Class Teachers using Live Register.

Prep 3-6 Pupils Arriving Late to School or Afternoon Registration

- If, for any reason, a pupil arrives late and misses morning registration, the Class Teacher will mark the pupil as absent ('N' on the register). The Prep School Office Manager will begin to ring parents after 08.45.
- Pupils who are late must go to the Prep School Office Manager as soon as they arrive at School and sign in the Late Book, stating the reason why they are late.
- The Prep School Office Manager will mark a pupil as late (L) in the register if the pupil arrives after 08.30. Class Teachers are responsible for ensuring that pupils arriving in School after registration have signed the Late Book. Pupils who are late in the Pre-Prep School will be collected by a member of staff and brought to the Pre-Prep building. The adult in charge will fill in the Late Book.
- Pupils must arrive promptly for afternoon lessons and registration. If a pupil does not arrive for afternoon lessons, this will be communicated immediately to a member of staff who can help to locate them. If there are further concerns, the 'Child is Lost or Missing' (The Care of Our Pupils 4.7b) procedures will be used.

Prep School EYFS – Prep 6

Particular attention should be paid to accurate registration and to the preservation and security of Live Register. The Register is a legal document and may be used in evidence.

- It is important to remember the School, and not the parent, authorises absence.
- Details of visits, field trips, medical and dental appointments, and authorised family holidays may be inserted in advance by the Class Teacher or School Secretary.
- As the School publishes term dates twelve months in advance, requests for leave of absence for family holidays during term time should be passed to the Co-Heads of Prep for consideration; such requests should be discouraged. Pupils who fail to provide an adequate explanation should be marked as Unauthorised Absence. A separate form is filled in by the School Office Manager to show absence requests.
- Authorised absence is granted for special one-off occasions, medical appointments etc. This will be marked as 'C' on the register.

Pupils Leaving School During the Day

- Pupils in the Prep School are not allowed to leave the School premises during the school day. If a pupil needs to leave School for an important reason, they must go to the Prep School Office Manager to sign out, they will be taken to Main Reception where they must be picked up by a parent or guardian.

Pre-Prep pupils are not allowed to leave the building without the knowledge and permission of their Class Teacher or Head of Pre-Prep. If they have permission to leave School, they must be collected by a parent or authorised adult from Main Reception.

- Requests for leave of absence for an appointment at the doctor, dentist or hospital may be dealt with by Class Teachers or the Prep School Office Manager. The register should be updated to reflect this.
- If leave is granted, Class Teachers should enter the appropriate code in the Register. Pupils who are leaving the School premises with a member of staff e.g., sports fixtures, trips and such like, do not have to sign out but the register should reflect why they are offsite.
- Where a pupil returns to School later the same day, he or she must report to The Prep School Office Manager and sign the Late Book, stating the time of return.

For all absences, a pupil note should be added to the register explaining where they are. This can be done through the selection of 'add note'.

Pupils Leaving School During the Day for Activities

- Staff organising activities which will mean pupils are not present for Registration, must give all Class Teachers concerned advance notice, stating:
 1. brief details of the event (e.g., U10 Football Match)
 2. times pupils are not in normal lessons (e.g., from 2pm onwards)
 3. a list of pupils concerned
- If a pupil is subsequently absent from the above activity, the teacher-in-charge must inform the Class Teacher concerned, as soon as possible.
- The Prep School Office Manager and Co-Heads of Pre-Prep are in charge of the Late and Signing Out Books.

Class Teachers Maintaining Registers

- Class Teachers must inform the School Office Manager if an “Ns” is left beside a pupil's name in *Live Register*.
- Parents can inform the school of their child's absence through School Portal and should give adequate reasons in order to help the Class Teacher put the correct code and note on the *Live Register*.
- Parents can view their child's attendance record via the Parent Portal, and this serves as a further check on the School's records.

Monitoring Pupils' Attendance

- To guard against truancy and in the interests of pupils' safety, Class Teachers should email the School Office Manager to request that she telephones the parents if they have not previously contacted the school to explain the absence. The School Office Manager, having checked the register and the Late Book, and having noted any messages received from parents with regard to absence, will telephone parents to confirm the absence before 09.30. The School Office Manager, Designated Safeguarding Lead, Prep Co-Heads and relevant Class Teachers have access to the absences submitted to School Portal and will ensure that the register reflect the absence accordingly.
- If a pupil is marked late frequently to their Registration, a *Late Letter* should be sent by the Co-Heads of the Prep School or Head of Pre-Prep to parents. The Prep School Office Manager must put a copy of this letter in the pupil's file.
- Teachers who are concerned about a child's attendance should discuss the matter with the Designated Safeguarding Lead, Prep Co-Heads and the Class Teacher. This

will be added to the safeguarding system of My Concern and monitored. If the problem persists, communication will be made to the parents or guardian of the pupil (s) involved. The Local Authority may need to be informed if the absence reaches a concerning threshold.

- The data within *Live Register* is used to calculate attendance when reporting to parents, and by the Registrar to respond to requests for information on attendance by the DfE.
- Parents may view attendance on the Portal and also receive an annual report which also covers attendance.
- At the end of the year, the Registrar compiles statistics required for the government. These documents, and Registers are archived for a further 3 years.

Clubs

Prep School Staff running clubs will be responsible for the registration at the beginning of the club and for dismissal at the end. If a pupil is not present at the club and a reason is unknown, the teacher must either alert another member of staff to ascertain where the child is and follow this up with a phone call to the parents or guardian or they should address it themselves immediately. If a child is not located, the procedure for a 'Child is Lost or Missing' (*The Care of Our Pupils 4.7b*) must be affected and the Head of School informed.

Wrap Around Care

Platform Sport are responsible for Registering pupils attending Breakfast and Afterschool Clubs and parents should inform Platform Sports directly if they wish to sign their child up for an ad-hoc place.

Parents should then also contact the School Office Manager so that the Class Teacher knows their end of day arrangements.

Queries

Queries on this policy should be directed to the Prep Co-Heads.

Review and Verification

This policy is reviewed annually by the Prep Co-Heads.