



## REGISTRATION AND SCHOOL ATTENDANCE POLICY

### Registration

The accurate and consistent registration of pupils is not only required by law, it is essential in the event of an emergency evacuation of the school or in the event of a pupil having to be urgently located.

- ❖ Morning registration takes place between 8.15 a.m. and 8.35 a.m. for the Prep School and at 8.45 a.m. for the Pre-Prep School and is taken by the Form Teacher/Tutor in the form room using School Manager (electronic register). Any pupils arriving at the Form Period at or after 8.25am will be marked as late.
- ❖ Afternoon registration takes place at the start of the first lesson after lunch and is taken by the teacher taking that lesson.
- ❖ After each registration the School Secretary collates the information from School Manager and updates the paper A3 register at the Front Desk for all absentees from the Prep School. She also prints out an absentee list, one copy of which is placed on the signing in/out book on Reception desk to be taken out in any school evacuation. A copy of the absentee list is also put on the board in the Staff Common Room.
- ❖ Any notes or messages from parents concerning attendance must be sent to the School Secretary. If children are late for registration then the class teacher must advise the School Secretary.
- ❖ The School Secretary checks the register and cross references with the bus lists, signing out book and any team lists. The School Secretary puts a list of those absent in the Staff Common Room, and also puts a list with the fire list on the signing in/out book.
- ❖ The registers should be completed as 'P' (present, morning), 'A' (present, afternoon); 'O' for an unauthorised absence an 'L', 'V', 'P' or 'S' can be inserted if a pupil is late or away on a trip or match, or in sick bay respectively. A 'C' can be inserted if the absence is 'authorised'. If in doubt, insert 'O' and it will be investigated by the School Secretary. A drop-down menu on the registration page lists all the codings that can be used.
- ❖ Any future absences (e.g. medical appointments) are to be advised to the School Secretary who will input onto School Manager for the day in question, and this entry will show on the screen to advise the form teacher on the day of absence. The School Secretary can then also transfer this information to the school diary.

- ❖ Any children in Kindergarten to Year 8 arriving or leaving outside these normal registration times report to the School Secretary at the Front Desk on arrival/departure.
- ❖ Children attending After School Care are collected from their classrooms and separate registration takes place, with children being signed out of After School Care by the parent/carer, also recording their time of departure.

To enable the registers to be completed accurately it is essential that the School Secretary has copies of all match lists, outings lists and the timetables for extra tuition, music instrument tuition and speech and drama lessons. This enables the School Secretary to determine if a child is actually absent or merely on another school activity.

## Health and Safety

Staff must complete a Health & Safety check of their classroom or subject teaching area each morning. Any hazards should be reported to the Estate Foreman using the Works ticketing system or, if more urgent, directly to the Bursar.

## School Attendance

At Moor Park School, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your son/daughter, and we look to you to support this objective. Registration for Prep School pupils begins at 8.15am and pupils are expected to be in school by 8.25am and Pre-Prep School by 8.45am. The school day ends at 3.45pm for Pre-Prep School and 5.30pm for the Prep School, although many pupils remain later to take part in extra-curricular activities under the supervision of a member of staff. Day pupils are normally expected to leave by 6.15pm.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff for a trip or sporting fixture (the dates of which will have been notified to you in the school calendar) or previously arranged early collection by parents/guardians.

Requests for absence must be made in writing to the Headmaster or Deputy Head and reach the school at least two days in advance (except in an emergency, when parents are asked to telephone the school before 9.00am). Requests for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments or for illness) should be sent to the Head at least two weeks in advance.

If your child is ill, please e-mail or telephone the school before 9.00 am on each day of absence. We will always telephone the home on each day of an unexplained absence in order to make sure that your child has not suffered an accident.

The School always sends term dates to parents over a year in advance in order that holidays can be arranged without disrupting the children's education. Please note that it is the Governors' policy usually not to allow holiday to be taken during term-time.

Patterns of lateness and attendance are monitored in line with the Children Missing Education Policy.

## Full and Weekly Boarders

Additions and variations to the above procedure for full and weekly boarders are as follows:-

All boarders are cared for by a House Parent and the rest of the Boarding Team. Together with your child's academic tutor, they will be responsible for your child during term-time, including ensuring that he or she is safely occupied outside normal school hours. The School expects your son or daughter to live with you or his/her guardian when he/she is away from school at half terms and holidays. The School will take responsibility at Exeats for any full boarders not invited to stay with a British family. We ask you to give written authority to your child's House Parent before he/she leaves the school to stay with another family. Details of how invitations to stay with other families are organised are found in the Boarding Handbook.

Parents /Guardians should telephone the school if their child is taken ill over a weekend during term time. The School will always telephone home if a child is more than two hours late in returning to school from a weekend out.

Requests for exceptional absence must be made in writing to your child's House Parent and should be sent at least two weeks in advance.

Registers are also taken during boarding hours – please refer to the Boarding Handbooks.