



ATTENDANCE AND REGISTRATION POLICY FOR PUPILS IN YEARS 7 TO 13

Aims

This policy sets out the College's commitment to meeting its obligations with regard to attendance, including those laid out in the DfE's statutory guidance [Working together to improve school attendance](#), and its processes for managing registration.

The College promotes an ethos that values excellent attendance, which includes:

- setting high expectations for the attendance and punctuality of all pupils;
- promoting excellent attendance and its benefits;
- reducing absence, including persistent and severe absence;
- acting early to address patterns of absence;
- drawing on strong relationships with families and the support of local partners, as appropriate, to ensure that pupils have the support in place to attend the College.

Roles and responsibilities

The **Board of Governors** is responsible for ensuring that the College fulfils its statutory duties, including maintaining accurate attendance records and working effectively with local partners to help to remove barriers to attendance, and keeping them informed regarding specific pupils, where appropriate. Through the Safeguarding Committee, attendance figures are monitored as a means of evaluating the effectiveness of the College's processes in meeting the needs of individual pupils.

The **Master** has delegated to the **Deputy Master Pastoral & Co-Curricular** (the College's Designated Safeguarding Lead) responsibility for:

- the implementation of this policy at the College;
- reporting attendance data to the Governors;
- supporting staff with the monitoring of the attendance of individual pupils;
- overseeing the work with the parents of pupils with special educational needs and/or disabilities (SEND) and any pupils with a social worker or who are looked-after children or previously looked-after children to support the attendance of these pupils; and
- co-ordinating communication with the local authority on attendance matters, particularly when a looked-after child or a pupil with an education, health and care plan (EHCP) has falling attendance.

The **Assistant Head Safeguarding** (a whole-College Deputy Designated Safeguarding Lead) is the College's **Senior Attendance Champion** and is responsible for:

- leading on attendance throughout the College and collaborating with the wider pastoral team in this area;
- identifying any staff attendance training requirements;
- evaluating and monitoring expectations and processes;
- having oversight of attendance data analysis;
- liaising with pupils, parents and external agencies, where needed; creating intervention or reintegration plans in partnership with pupils and their parents; and
- delivering targeted intervention and support to pupils and families.

The Assistant Head Safeguarding line manages the **Attendance Officer**.

Parents are expected to:

- make sure that their child attends the College every day and on time, save for exceptional circumstances;
- alert the College to their child's absence before 8am on the day of the absence and each subsequent day of absence (and advise when they are expected to return);
- provide the College with more than one emergency contact number for their child;
- ensure that, where possible, appointments for their child are made outside of the College day; and
- request permission for absence due to exceptional circumstances by emailing their child's Head of School at least a week in advance (and to seek authorisation for absence and ahead of booking any tickets).

Pupils are expected to attend the College every day and on time, and every timetabled lesson on time.

The role of **other College staff** in its attendance procedures is outlined below.

College attendance procedures

The College maintains an attendance register, which is completed at the start of each morning and each afternoon. For welfare, health and safety, pastoral and educational reasons, all pupils, including boarders and Upper School pupils (unless they have a study period in the afternoon), are registered at both intervals.

Registration is a key element of the College's safeguarding arrangements.

- If a pupil is not at school and the reason for their absence is not known, the College will follow up with their parents/guardians to establish where they are.
- Whilst the pupil may simply be off sick at home with appropriate care, this may not be the situation. The pupil may be at risk of harm and may be in distress. The pupil may be involved in an incident of abuse taking place at home. The pupil may have been involved in an accident whilst on their way to school. The pupil may have been mugged whilst on their way to school. The pupil may be truanting (possibly because of anxiety about something happening at school).
- As the College's Safeguarding Policy states, a pupil going missing from an education setting is a potential indicator of abuse and neglect. Prolonged or repeated absences, or particular patterns of absence (with no satisfactory explanation) are treated by the College as a potential safeguarding issue and action is taken accordingly, including making a referral if required.

Morning and afternoon registration

Morning registration (or roll call) which is taken between 8.35 and 8.45 in Form Rooms (including for Upper School pupils who have a study period during lesson 1) is the responsibility of the Form Tutors, and afternoon registration, which is taken between 14.40 and 14.50, is the responsibility of any colleague teaching Period 5, including when on cover.

The register should be taken on the Daily Report, but iSAMS (either on a PC or via the app) should also be used as a backup. Morning and afternoon registration must be completed within the above-mentioned two timeframes, and pupils should only be marked as: **present** or **present and late** or **absent (see absence codes below)**. It is important that any pre-entered absence codes are not overridden by Form Tutors in the morning or by subject teachers in the afternoon. Pupils attending individual lessons (other than Period 5) should also be registered in real time.

A pupil must be physically present in the room to be marked as such: they cannot be registered as present on the basis of an email or message from another member of the Form or teaching group or that they have sent themselves saying that they are going to be late.

If a colleague omits to register their group, or the register is incomplete (this can happen if iSAMS is used and the window is closed before the software has finished updating), they receive an automated email from the Senior Deputy. The colleague must respond to this reminder immediately and inform the Attendance Office of the relevant pupils.

If there are technical problems that prevent the register from being taken on the Daily Report or in iSAMS during the two registration windows, or a colleague has forgotten to take the register and received a reminder email, or they realise after registration that they have made an error when completing the register,

the relevant Office must be provided with an accurate list of those present. There are three options for doing so:

- either a list can be emailed to Kemi Odutola (Lower School Secretary) in the Lower School (for Years 7 and 8) or to Mahmuda Gunner (Attendance Officer) (for Years 9 to 13); or
- the colleague can call Kemi Odutola (x283) or Mahmuda Gunner (x194);
- or, as a last resort, the colleague can send a pupil with a list of those present to Kemi Odutola in the Lower School or to Mahmuda Gunner in the Attendance Office in the Shackleton Block.

If a colleague is asked to cover a morning registration or Period 5, the Daily Report will be set up for them to take the register on there. If this is not the case, or there are other technical problems preventing them from taking the register, this should be submitted by one of the alternative methods listed above.

Names of colleagues who do not register their groups are sent to the Senior Deputy and Assistant Head Safeguarding, so they should email them and Roz Bettridge (PA to the Senior Deputy) if they are unable to complete registration for a legitimate reason.

Lateness

If a pupil arrives after the register has been taken but within the registration window, they should be marked as present and late, and the Daily Report (or, if used, iSAMS) should be refreshed so that this information is captured.

If a pupil arrives at school after 8.45, or to Period 5 after 14.50, they should be asked to sign in at the Lower School Office or the Attendance Office (as appropriate) before joining a lesson.

Registering pupils involved in other activities

In addition to Form Tutors and those teaching during Period 5, any colleague with a pupil or group of pupils in front of them at 8.35 or 14.40 must take a register. In these cases, iSAMS, rather than the Daily Report (which is only set up for timetabled classes), should be used to register the pupils; if there are technical difficulties, the relevant office should be emailed or telephoned (as above).

The procedure for Games registration is as follows:

- The Director of Sport and their team send out arrangements for Games registration each week, including those who hold responsibilities for the Games registration.
- Games begins officially at 14.40; the registration window is open from 14.00 to 15.00. Pupils are registered with iSAMS.

- If a pupil arrives to Games after 15.00, their name must be communicated to either Kemi Odutola (Lower School Secretary) for Lower School pupils or Mahmuda Gunner (Attendance Officer) for Middle or Upper School pupils. This should be done via telephone, email or the dedicated Games Registration WhatsApp group.
- At 15.00, Mahmuda Gunner (Attendance Officer) or Jo Hart (Upper School Secretary) or Kemi Odutola (Lower School Secretary) (as applicable) sends the Games panel a list of those who have not been registered via WhatsApp. All members of the Games panel are briefed on the importance of responding to WhatsApp messages in the Games Registration WhatsApp group, in order that all pupils are accounted for.
- At 15.30 either Kemi Odutola (Lower School Secretary) or Mahmuda Gunner (Attendance Officer) as applicable) contacts the parents of pupils who should be at Games but who remain unregistered, and at 15.45 sends a final list of those unregistered to the Games panel.

For co-curricular activities such as outings, sports fixtures, rehearsals, and so on, a list of planned participants should be emailed to Kemi Odutola (Lower School Secretary) or Mahmuda Gunner (Attendance Officer), as appropriate, two to three days in advance. This list does not constitute a register, so this needs to be taken on the day of the activity itself at either 8.35 or 14.40 via the iSAMS app or by emailing or telephoning the relevant office. The register must be taken at 14.40 whilst on the trip even if pupils have attended morning roll call prior to attending the trip. If a group of pupils is on an outing for the whole day, the School Office only need be contacted once, at 8.35 (and not again in the afternoon).

Leaving the College campus

If a pupil needs to leave school early, their parents should contact their son's Form Tutor beforehand (copying in the relevant school office or completing the Absence Reporting Form located on the Parent Portal of the College website: <https://www.dulwich.org.uk/parent-portal>) giving the reason for their early departure.

The pupil must sign out from the Lower School Office or the Attendance Office (as applicable). At the end of each day, the Attendance Officer emails a list of pupils in Years 9 to 13 who signed out to Form Tutors, who should ascertain and/or corroborate the reason given. Cases of pupils signing out early from the Lower School are monitored by the pastoral team.

If a pupil is ill, they must report to the Medical Centre in the first instance. Following an assessment, they may be discharged to home. The Medical Centre provide a list of pupils current in the Medical Centre at roll call and afternoon registration and confirms to Lower School Secretary or Attendance Officer if a pupil is sent home. Under no circumstances should a pupil self-certify their own illness and leave the College.

All Upper School pupils should be on site during Periods 1 to 4 (including at break and study periods) but they are permitted to go home after Period 4 (but not earlier) if they have a free afternoon. Upper School pupils who are free Period 5 and choose to remain in school should sign in at the Attendance Office so that it is known that they are on site in an emergency.

Upper School pupils may leave the College campus for lunch from 13.15 to 14.30 if they have afternoon lessons.

If an Upper School pupil needs to leave the campus at a time when they should be in school, permission must be obtained from the Head of Upper School, their Deputy, or the pupil's Head of Year. Furthermore, a parental notification of this absence must be sent via the Absence Reporting Form.

All other pupils must remain on site for the duration of the school day.

Absence

The College uses the appropriate national attendance and absence codes from the *School Attendance (Pupil Registration) (England) Regulations 2024* (see Appendix). Non-routine leave of absence, including leaving before the end of term, can only be authorised by the Head of School, or, in their absence, their Deputy, and requires at least one week's notice.

Where the Form Tutor receives notification of a pupil's absence after roll call, they inform the relevant School Office as soon as possible.

Following up absences

The College follows up on absences to:

- ascertain the reason;
- ensure the proper safeguarding action is taken;
- identify whether the absence is approved or not; and
- identify the correct code to use.

It is essential that the information given to the Lower School Secretary and the Attendance Officer is accurate and up-to-date when the register is taken so that parents are not contacted unnecessarily. Any absences for which the reason remains unknown by 9.30 are followed up by a text message and then a telephone call to parents. If this remains the case by 10.00, the pastoral team is informed. If any pupil becomes unaccounted for in the afternoon, the Lower School Secretary or the Attendance Officer (as applicable) contacts home by text message, and then a telephone call. If this remains the case by 15.30, the pastoral team is informed.

Email responses to text messages or telephone calls are forwarded to the Form Tutor for their records; if the Lower School Secretary or the Attendance Officer is concerned about the reason given, the pupil's Form Tutor and Head of Year are informed. Where the reason for a pupil's absence on the previous day remains unknown, this becomes a pastoral matter, so the Lower School Secretary or the Attendance Officer reminds the Form Tutor to contact home. If the Form Tutor or Head of Year is subsequently able to ascertain the

reason for a pupil's absence, they must inform the Lower School Secretary or the Attendance Officer so that the N in the register can be replaced with the relevant code.

If a pupil is absent from school for more than two days, the Form Tutor should contact home to ask about the pupil's health and wellbeing (even though contact will normally have been made with and the relevant information passed on to the relevant office).

Monitoring attendance

On a daily basis, attendance and punctuality reports are emailed to Heads of Year in order to:

- identify pupils who are arriving late and tailor intervention as necessary;
- inform of unauthorised absences to identify possible patterns or trends for individual pupils or any specific cohorts.

On a fortnightly basis, attendance reports, produced by the Attendance Officer and the Assistant Head Safeguarding, are reviewed by pastoral teams in order to:

- identify pupils who are regularly late or with attendance of less than 90%, and intervene as necessary;
- review each absence with the code N and, if the reason is still not established, replace this with an O (an N must not be allowed to remain in the register indefinitely).

At the end of each month, the Assistant Head Safeguarding downloads and reviews the attendance register for Years 7 to 13 in accordance with ISI regulations. A paper back-up copy of the central attendance register (organised by Year Group and by month) is stored in the Attendance Office for six years after the last entry was made.

The Assistant Head Safeguarding produces a report on attendance to the Governors' Safeguarding Committee on a termly basis.

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the College's strategy for improving attendance. The College:

- uses attendance data to find patterns and trends of persistent and severe absence;
- considers potential safeguarding issues and, where suspected or present, address them in line with *Keeping Children Safe in Education*;

- holds regular meetings with the parents of pupils who the College (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to discuss attendance and engagement with the College;
- listens to understand barriers to attendance and outline support available;
- explains the potential consequences of persistent and severe absence; and
- provides access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.

Supporting pupils who are absent or returning to the College

The College adopts a proactive approach to pupils who are absent owing to complex barriers, and seeks to intervene in a timely and collaborative fashion. This will generally, but not exclusively, involve:

- meetings between the parents and pastoral team (and external agencies as required) – including review meetings on the pupil's return;
- a phrased return, with manageable timetable adjustments; in liaison with academic staff;
- regular one-to-one meetings with the pastoral team.

The College is particularly alert to the difficulties faced by pupils who are absent owing to mental or physical ill health, have SEND or have a social worker, and by looked-after children (or previously looked-after children). Pastoral teams work closely with mental health professionals (including the counselling team) and the Learning Support Department in their collective care of these pupils. Where a pupil has an EHCP and their attendance falls, or the College becomes aware of barriers to attendance that relate to the pupil's needs, the College will inform the pupil's local authority.

Working with local partners

- **New pupil and deletion returns:** the College notifies the local authority when a pupil's name is added to or deleted from the admission register outside of standard transition times.
- **Attendance returns:** the College provides the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).
- **Sickness returns:** the College provides the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

Breach of this policy

The College is failing in its responsibilities to its pupils if it does not register their attendance and follow up on their absence. In addition, failing to carry out registration puts the College in breach of its legal obligations and at risk of a finding of non-compliance on inspection.

Persistent failure by a member of staff to comply with this policy is likely to result in disciplinary action.

Further guidance

In addition to *Working together to improve school attendance*, this policy draws on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and 2010, 2011, 2013, and 2016 amendments) and [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education 2024](#)
- [Children missing education 2016](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Policy Owner:	Deputy Master Pastoral & Co-Curricular
Last Reviewed:	May 2024
Date of Next Review:	Academic Year 2025-26

APPENDIX:**Register codes**

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the College		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the College
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the College
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the College
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school because of a part-time timetable

C	Exceptional circumstances	Pupil has been granted a leave of absence owing to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend owing to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from the College and no alternative provision has been made
Absent – unable to attend the College because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend the College because the local authority has failed to make access arrangements to enable attendance at the College
Y1	Transport not available	Pupil is unable to attend because the College is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of College premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole College site unexpectedly closed	Every pupil absent as the College is closed unexpectedly (eg owing to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are in police detention; remanded to youth detention, awaiting trial or sentencing; or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil’s travel to or attendance at the College would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		

G	Holiday not granted by the College	Pupil is absent for the purpose of a holiday not approved by the College
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the College is not satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived at the College after registration closed	Pupil has arrived late, after the register has closed (ie 9.15am or 3.15pm) but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined the College yet but has been registered
#	Planned whole-College closure	Whole-College closures that are known and planned in advance, including College holidays