ISI Policy Number :7gi
Reviewed by: KdF/JMS
Date: Lent. 2025
Next Review: Lent. 2026

RISHWORTH SCHOOL

7gi REGISTRATION POLICY

Distribution: School website, School Policy Drive.

Note: **This policy should be read in conjunction with all other relevant policies and procedures, especially the Safeguarding Policy & Child Protection Procedures, 14b Missing Child Policy (includes procedures for when a child is not collected on time) and 7g Child Absent from Education Policy.**

Rishworth is committed to the promotion of the welfare of all children and recognises the primary importance of maintaining a safe environment for all children and adults. The school will safeguard and promote the welfare of children who are students at the school, in compliance with the Department for Children, Schools and Families (DCSF) Guidance *Safeguarding Children and Safer Recruitment in Education* (see hyperlink). For this reason, health and safety is of paramount importance and should be an integral part of all processes. In the event of a student not being collected, it is vitally important that all adults use professional and personal judgement in order to ensure the safety and well-being of that young person.

Policy

The School aims to keep all students safe and secure at all times.

School Procedures ensure that up-to-date information and contact numbers are held centrally, and can also be accessed by all staff. Colleagues are able to access and use the centralised computer record system, currently iSAMS. In addition, parents are supplied with contact numbers for the School on hard copy literature and on the website: https://www.rishworth-school.co.uk/

As set out in Working Together to Safeguard Children statutory guidance, Rishworth School works closely with the Calderdale Safeguarding Children Board to implement a 'First Day Calling Procedure' (see procedure below).

A student's name must be included in the register from the beginning of the first day on which the student is to attend the School.

The register is to be completed at the start of each morning session and at the beginning of each afternoon session.

The register must show whether the student is:

(i) present;
(ii) absent;
(iii) attending an approved educational activity outside school (approved by the School and supervised by a person also approved by the School, including work experience or sporting activity);

(iv) unable to attend through exceptional circumstances (unavoidable closure of the School site or part of it; unavailability of transport provided by the School, or local authority, where the home is not within walking distance);
(v) taking authorised absence (granted leave of absence by the School; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
(vi) taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

A student must not be marked present at the point registration occurs unless (s)he is physically present.

Where a student is attending another school at which he/she is a registered student he/she must be marked in the attendance register as attending an approved educational activity.

The list of codes to be used to indicate attendance and absence are taken from the DfE standard set of codes outlined in Working Together to Improve School Attendance (August 2024) and are set out in the schedule appended.

The designation N (No reason yet provided for absence) is first to be entered when no reason has yet been provided for absence, and is later corrected.

The designation N (No reason yet provided for absence) must never be allowed to remain in a register indefinitely: it must be corrected to the appropriate symbol as soon as possible and always within two weeks of that symbol having been entered.

Any correction to an original entry must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made distinguish clearly between the original entry and the correction, save when the symbol N is used, in which case overwriting is allowable electronically.

Registration occurs on iSAMS which is a cloud based system that automatically backs up. Please refer to the relevant policies and procedures concerning ICT usage for details.

It is the Tutor's responsibility to spot patterns of absence and act upon them without delay. This will include speaking with a student and, as necessary parents. The relevant Head of Year should be informed of any initial action and will intervene as necessary, should this be required.

The School registers boarding as well as day students and sixth form students.

Absence

The school has a duty to follow up any unexplained absences to:

- Ascertain the reason;

- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not;
- Identify the correct code to use before entering it on the school's electronic register, or management information system which is used to download data to the School Census.

Where a student has not returned to school for **10** days after an authorised absence or is absent from school without authorisation for **20** consecutive school days (28 days in the case of exclusion for non payment of fees for UK resident students, 10 days in the case of any student where the School sponsor their TIER 4 visa in order to comply with immigration rules as per Clause 9.10 of the Terms & Conditions), the student can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

The School has a legal duty to report certain attendance issues to its local authority: 10 days unauthorised absence (other than for reasons of sickness or leave of absence); failure to attend regularly, and deletion from the school register when the next school is not known. In the last-mentioned case, the School is required to report the circumstances as soon as possible to the local authority in which the student lives.

3.The School will inform the local authority (where the child is a UK resident) when a student's name is to be deleted from the admissions register on certain grounds, namely (i) when the child has been taken out of school to be home educated; (ii) when the family has apparently moved away; (iii) when the child has been certified as medically unfit to attend; (iv) when a child is in custody for more than four months; or (v) the child has been permanently excluded. (It may be necessary to make, as appropriate within any existing rules and guidelines, an additional report to the Immigration Authorities where the child is an international student.)

Procedure

Registration takes place twice daily - morning registration commences at 8.40am and concludes at 8.50am and before the commencement of lessons in the afternoon

Registration will be taken electronically, save in exceptional circumstances (e.g. system failure) when it will be taken manually (see below).

Before Registration Tutors will check announcements through internal email.

Tutors will need to attend their Form Rooms **no later than 8.35 am** each morning to log on to iSAMS and be ready to take Registration at 8.40 am prompt; this five minute window is needed to ensure that the system has time to become operational for morning registration as it is important that registration is always undertaken promptly.

The list of codes to record student attendance and absence must be used at all times.

Any students arriving late for registration must sign his or her name in the 'Late Book', which is kept in School Office.

First Day Calling Procedure

If a day student has failed to arrive by 9.20 am, and no explanation for non-attendance has been received from the parents or guardian, the School Office will make reasonable enquiries of the parents, guardian or other stakeholders as to the reason for the student's non-attendance and record we have completed these procedures (see below). It will, as soon as possible, make the same enquiries of boarding staff in respect of any boarder whose non-attendance at registration has been marked with the symbol 'N'. The School Office will amend the electronic register when information about a student's absence has been obtained or verified. In any event the School Office will keep a list of printed absence; this information can then be used for fire procedures.

Procedure:

- Registers saved by 8.50am.
- Late children checked and registered.
- Absence emails and answer machine messages listened to.
- Check lessons to see if student has arrived but not signed in at Reception.
- First phone call to parents no later than 10a.m. asking for a response.
- If no reply a second phone call, text or email is sent requesting a response.
- By 10.20am the Head or DSL should be informed of any child still unaccounted for.
- If still no response, start calling, ringing down all contacts on our system until a reply is received including social workers etc.
- Continue throughout day to try to make contact using contact list and if known, child's own phone number.
- If child does not present in school on second day, there has been no information received from any of the contacts and the child's whereabouts are unknown, the Police should be contacted. This should be done using the 101 number.

On the day that a student returns to school, he/she should provide explanation for their absence from a parent or guardian. This can be in the form of a letter, email or telephone call and is submitted to the School Office and added to the student's file. If explanation has not been received by the second day after a student's return from absence, the parent/guardian concerned is phoned and informed that the absence will be counted as an unauthorised absence unless communication is received the next day; any such communication, once received, should be dealt with in the manner just outlined.

Manual Registration - When for any reason registration cannot be taken electronically, Tutors should use and complete the register by collecting a paper register from the School Office.

For the purposes of the Fire Procedures, a member of the School Office will take to the designated assembly point all the paper registers and a printed absence list for that Form for that day, together with the Late Book (if needed); the registers will then be distributed to Tutors for a roll call to be taken. Where this is outside of the 'normal' school day, the register will be those kept by adults running enrichment or by those on duty in the boarding houses,

as appropriate.

Registration is to be used by Tutors as an opportunity to check uniforms and deal with other pastoral matters and to ensure that students attend lessons in a tidy and orderly manner.

It is a tutor's responsibility to monitor the attendance of their tutees. Where there is a concern, the matter should be discussed with the appropriate Head of Year or member of the SLT. Where an attendance problem is identified in that conversation, and as the first line of contact with parents, the Form Tutor will liaise with parents about the matter in the first instance. It is important that any contact is in writing so that a full record of any dialogue can be kept should the matter need to escalate. As a guide, we expect students to have full attendance. However, there will be occasions when, for example, a tutee is unwell and kept off school. Tutors should raise the matter as a potential attendance issue where absence becomes significant in scale or appears to be following a pattern. Letters are sent home if attendance falls below 90% without a valid previously notified reason.