Jasper City School
Registration Policy

The attendance register records every pupil's attendance at every session the school is open to pupils. It is a legal document and may be called for examination by an Inspector. Accurate registers are vital for fire drills.

At Jasper City School, we will:

- maintain appropriate attendance data - attendance is recorded and data stored and analysed using the attendance registry.
- maintain appropriate registration processes, having consistent & systematic daily records which give detail of any absences and lateness using DfE attendance codes:

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
C	Authorised absence as pupil is absent due to other authorised circumstances
E	Authorised absence as pupil is excluded, with no alternative provision made
H	Authorised absence due to agreed family holiday
I	Illness (NOT appointments)
I01	Authorised absence due to illness (NOT medical or dental etc. appointments)
I02	Authorised absence due to illness: confirmed case of coronavirus (COVID-19)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
B	Approved education activity as pupil being educated off site (NOT dual registration)
J	Approved educational activity as pupil is attending an interview
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday

Code	Description
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance
X	Not required to be in school
X01	Non-compulsory school age absence - not counted in possible attendances
X02	Pupil self-isolating with Coronavirus (COVID-19) symptoms
X03 (2020-21 academic year)	Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) INSIDE school setting
X04 (2020-21 academic year)	Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) OUTSIDE school setting
X05	Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)
X06	Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend
X07	Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice
X08 (2021-22 academic year)	Not attending in response to outbreak management
X09 (2021-22 academic year)	Self-isolating: close contact required to isolate by NHS Test and Trace
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances

Colour	Description
	Present
	Authorised Absence
	Approved Educational Activity - Counted as Present
	Unauthorised Absence
	Not Counted in Attendance Calculations

The codes X (Not required to be in school, formerly marked as Early Years) and I (illness NOT appointments) are still available if your school wishes to continue with their use. Alternatively, X01 and I01 are equivalent codes in the new DfE subcategories should you wish to use them instead.

Note: the subcategory codes for X and I relating to Covid-19 non-attendance are outlined in this Department for Education guidance (March 2021): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965878/Recording_non-attendance_related_to_coronavirus.pdf

Class teachers are legally responsible for marking their class attendance register twice per day, at the start of each session – 08.25 in the morning and 13:15 in the afternoon. The main school door opens at 08:15, this is sufficient time for learners to make their way to their classrooms and store their personal belongings before the register is called.   Any pupil who is absent must be recorded at the beginning of the morning and afternoon session.

Any pupil who arrives at school after 08:30 will be marked as late in the attendance record (Attendance code L). *Any child who arrives at school later than 09:00 will be marked as having an unauthorised absence for the morning (Attendance code U).* Where there is persistent lateness, parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to receive support and advice to resolve the issue.

Notifying absence

Parents should contact the school between 08.00 to 08.20 on the first day of absence informing the school of the reason for absence, for example if the child is unwell. Calls from parents regarding absences are logged. This should be followed up with a letter from the parents on the child's first day returning to school, stating the dates missed at school and the reason for the absence.

The school should have advanced notice of any medical appointments during school hours. For the absence to be recorded as a medical absence (attendance code M) we do require evidence from the doctor, dentist or hospital (appointment card/letter).

Where we have not received reasons for a child's absence, we will send a letter requesting these details to parents/carers to complete. If this letter is not completed and returned by a specified date, the absence will be recorded as unauthorised (attendance code O).

The Head Teacher has the responsibility to determine whether absences are authorised or unauthorised and will do so based on the information that the parents provide (please see Attendance Policy).

Follow up absences and persistent lateness if parents have not communicated with the school.

No notice from parents of absence

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. After registration, office staff check all registers daily, to ensure that all children are accounted for. Telephone calls will be made to parents of children who are not in school, to ensure that children are safe. This forms part of our Child Protection procedure.

Deletions from the Register

Pupils may not be deleted from the attendance register until they have been deleted from the Admissions Register.

Amending registers

There are only three occasions when the attendance register can be altered:
1. If an error has been made i.e. the wrong code was used,
2. If an unexplained absence has since been explained,
3. If the child's name is legally changed.

Whenever a change is made to either register both the original entry and the amendment must be clearly distinguishable. Register must show the reason for the change, the date the change was made and who made it.

Storing registers

Attendance registers are kept in the School Office.