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## **PUPIL ATTENDANCE & REGISTRATION**

**Policy Custodian:** Senior Master

**Approving Body:** MTS Senior Leadership Team

**Approved:** December 2024

guidance

for Penalty Notices in cases where absence is not authorised.

School conducts data analysis of attendance data to identify patterns and trends. This includes analysis of pupils and cohorts and identifying patterns in uses of certain codes and days of poor attendance. This data is shared by the Senior Attendance Champion with the School Pastoral Leaders

On a typical School day, by about 9:10am, the Registration Secretary will have made a first scan of the attendance data and entered any attendance data that has been submitted using a card. An automatic routine is then used to email teachers who have boys in their classes who have still not registered or been registered by a teacher. Teachers are asked to respond to these emails as soon as possible without unduly interrupting the flow of the lesson. The automatic routine will be re-run at the beginning of period 2 and if needed at periods 3 and 4 and until all boys are accounted for.

Pupils who are repeatedly and avoidably late might expect to be in receipt of a School sanction.

**Afternoon registration:**

Boys are required to be registered at the start of period 5 which starts at 2:40pm on Monday, Tuesday, Thursday and Friday. As in the morning, teachers are required to check and update where possible the register data for boys in the class in front of them. If there is a need for a registration card to be used, the completed Registration Card is collected by a member of the support staff. The same automatic routine used in the morning is run from 2:40pm. Teachers are asked to respond to these emails as soon as possible without unduly interrupting the flow of the lesson.

**“Off-Games” and Games Registration:**

If your son is not well enough to take part in Games

site.

On Wednesday afternoons teachers in charge of games are expected to take absence at the start of each who have been assigned to off-Games supervision will assist in collecting registration documents so that this data can be entered centrally at the earliest opportunity.

Registration must be confirmed in SOCS for Wednesday Games as this registration is needed for statutory purposes. This can be achieved using a variety of methods:

1. Via the SOCS app (via a personal phone or Surface tablet issued to a member of the teaching staff).
2. Via email to the Attendance Secretary of a list of boys who are present.
3. The Director of Sport will provide Games lists for colleagues to take registration. Attendance data must be recorded in SOCS at the earliest possible opportunity. This data is migrated into ISAMS overnight on Wednesday evening.

Teachers supervising boys who are - and in the library should confirm the registration in SOCS.

### **Notification of Absence:**

When pupils are absent from School through illness or other unforeseen circumstances a parent (or guardian) is expected to telephone or e-mail the School Registration Secretary ([jnewcombe@mtsn.org.uk](mailto:jnewcombe@mtsn.org.uk)) as soon as possible after 8.00 am to explain the pupil's absence. In cases where a boy is not in School and his absence is unaccounted for, the Registration Secretary will telephone a parent/guardian to discover the reason for the boy's absence.



## **Sharing of Attendance Data**

individual cases where it is of benefit to the pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms). Further, to facilitate timely collaborative working across partners, all schools are also legally required to share information from their registers with the local authority. As a minimum this includes:

- New Pupil and Deletion returns: notifying the local authority when a name is added to or deleted from the school admission register outside of standard transition times.
- Attendance returns:







licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence. This code is classified for statistical purposes as authorised absence.

**Code M: Leave of absence for the purpose of attending a medical or dental appointment**

Merchant encourages parents to make appointments out of school hours. Where this is not possible, they should get the agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.

This code is classified for statistical purposes as authorised absence.

**Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution**

Merchant can grant leave of absence where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or

can only grant such a leave of absence where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence). Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Schools must still use this code to record where a pupil is absent with leave for a reason that is not covered by another leave of absence code. This code is classified for statistical purposes as authorised absence.

### **Code R: Religious observance**

The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). As a general rule, day exclusively set apart for expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the religious body about whether it has set the day apart for religious observance. This code is classified for statistical purposes as authorised absence.

### **Code I: Illness (not medical or dental appointment)**

The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.

Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question. In the majority of cases a notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.

Where medical evidence is deemed necessary, school should not be rigid about the form of evidence requested and should speak to the family about what evidence is available.

