



Myddelton College

Attendance and Registration Procedures

Aim

The purpose of the Attendance and Registration procedures is to ensure that the school complies with regulation 3 (9) "Does the school maintain an admission and an attendance register in accordance with the Education (Pupil Registration) Regulations 1995?"

Daily Procedures

Attendance is recorded twice daily (AM and PM)

Both day and boarding students are registered in their tutor groups by their form tutors.

AM registration commences at 08:30

PM registration commences at 13:45

Attendance register is recorded electronically using the ENGAGE MIS system.

Registration closes 5 minutes after the start of the registration session and at this time the form tutor will save the attendance data to the engage system

Any student who arrives after the close of registration must sign in with the school secretary at the main reception desk, who will amend the register accordingly.

At the start of Period 1 the school secretary will check the daily registers using the Engage portal. Where pupils are absent the MIS system alerts the administration staff manning the main school reception desk. The member of support staff is then responsible for making any phone calls home or to the boarding team to identify the reasons behind an absence.

Teachers taking class registers in the following lessons will refer to the AM/PM registration notes when identifying absences from lessons. Should a pupil be unaccounted for that member of staff will email the Main college reception to report the missing child. The college secretary will refer to sick bay logs and signing out book before responding to the teaching staff to assure them of the reason behind the absence or in the event a pupil is identified as missing the Main reception will contact Rebecca Jones (pastoral officer) who will search the building. Should the pastoral officer be unable to locate the pupil the Headteacher/Deputy Headteacher will be notified who will sound the fire alarm leading to a whole school registration to establish the whereabouts of the child. If the child fails to be located following this measure

parents will be contacted alongside any other agencies depending on the vulnerability of the child.

Monitoring of the data

The Deputy Headteacher assisted by the Heads of Houses will monitor the attendance of pupils on a half termly basis. Where attendance has fallen below 90% the Head of House will discuss this with the form tutor and where necessary Deputy Headteacher and together they will consider who is best placed to raise this with parents and whether it is appropriate to call parents in for a meeting to identify any necessary measures that will be needed to enable the pupil to achieve more regular attendance in the future.

Each month the attendance registers will be printed and placed in the attendance folder for archiving. These printed sheets will be kept for three years in accordance with government legislation.

Safeguarding

The school secretary is responsible for informing the Headteacher of any student who is absent for 10 consecutive days without contact from parents / guardians or if there are concerns about the validity of the reasons given for the absence. The Headteacher will then fulfil the legal obligation to inform the LEA.

In practice the school will use its knowledge of individual students and their circumstances and retains the right to contact the LEA before 10 consecutive days of absence are reached if it has concerns about the welfare of a child.

Appendix A - Attendance Codes used by teachers from the engage MIS system dropdown menu

Code	Description
A	Present at registration
L	Late but arrived before the register closed
B	Educated off-site (not dual registration)
D	Dual registered (i.e. present at another school or at a PRU)
P	Approved sporting activity
V	Educational visit or trip
J	Interview
W	Work experience (not work based training)
C	Other authorised circumstances (not covered by another appropriate code/description)
F	Agreed extended family holiday
H	Agreed family holiday
I	Illness
M	Medical or dental appointment
S	Study leave
E	Excluded but no alternative provision made
R	Day set aside exclusively for religious observance
T	Traveller absence
N	No reason for the absence provided yet
O	Other unauthorised (not covered by other codes or descriptions)
G	Family holiday (not agreed or in excess of agreement)
U	Late and arrived after the register closed
X	Untimetabled sessions for non-compulsory school-age pupils
Y	Partial and forced closure
Z	Pupil not on roll yet
#	School closed to all pupils