

# North London Collegiate School



Founded 1850

## REGISTRATION & ATTENDANCE POLICY

Policy Lead	Deputy Head Pastoral
Reviewed By	Deputy Head Pastoral
Review Completed	November 2023
Authorised By	Senior Team
Date of Authorisation	21 <sup>st</sup> November 2023
Date of Next Review	October 2025
Governing Body Committee with oversight	Pastoral, Safeguarding and Compliance Committee

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## **1. Introduction**

- 1.1 North London Collegiate School (the School) is committed to promoting good attendance and punctuality. Attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.
- 1.2 For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal and social development. A child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of significant harm.
- 1.3 This is a whole school policy which applies from the Early Years Foundation Stage (EYFS) to sixth form.
- 1.4 This policy must be read in conjunction with the following which are available on the School [website](#):
- Behaviour Policy
  - Missing Pupil Policy (internal document)
  - Safeguarding and Child Protection Policy
  - School’s Terms and Conditions
  - Supervision of Pupils Policy (internal document)
- 1.5 Copies of the above are held at the Senior School Office for consultation by parents. You may also email the School at [Office@nlcs.org.uk](mailto:Office@nlcs.org.uk) to request hard copies which can be made available in large print or other accessible format.

## **2. Aims and objectives**

- 2.1 This policy aims to provide a clear framework which complies with statutory requirements and sets out procedures for identifying and addressing situations where pupils fail to attend regularly, or punctually, or go missing.

## **3. Statutory framework**

- 3.1 The legal framework governing school attendance is summarised in the Department for Education non-statutory guidance: [Working together to improve school](#)

[attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) This includes the [Education Act 1996](#), the [Education \(Pupil Registration\) \(England\) Regulations 2006](#), and subsequent amendments.

#### **4. Responsibilities**

##### **4.1 Parents/Carers:**

- 4.1.1 Parents are responsible for making sure their children of compulsory school age receive a suitable full-time education. Children reach compulsory school age on or after their fifth birthday, and can leave school on the last Friday in June if they will be sixteen by the end of the summer holidays. They must then do one of the following until they are eighteen; stay in full time education, for example, at college, start an apprenticeship or traineeship, or spend twenty hours or more a week working or volunteering, while in part time education or training.
- 4.1.2 Parents are responsible for informing the School if their child is unable to attend due to illness or a medical appointment, providing the reason for non-attendance. Advance notice should be given for scheduled appointments, and sudden absence communicated as early as possible in the morning of the day in question. Junior School parents should call 020 8952 1276 to report absence. Senior School parents should call 020 8951 6404 or email [absence@nlcs.org.uk](mailto:absence@nlcs.org.uk).
- 4.1.3 Parents may be required to provide proof of medical appointments or illness (e.g. prescription or appointment card) or a letter confirming the reason for absence if the School requests proof of absence.
- 4.1.4 Parents must seek prior authorisation if they wish to take their child out of School for exceptional reasons e.g., to attend a funeral or a wedding etc. The application seeking prior authorisation must be made in writing, providing sufficient notice, to the Head of Junior School for Junior School pupils including EYFS pupils, or the Assistant Head (Section Head) for Senior School pupils. The Head of Junior School or the Assistant Head (Section Head) will either authorise or decline the request for authorised absence. The decision will be confirmed in writing by the Head of Junior School, and the relevant Section Head in the Senior School. Please see Appendix B for further details.
- 4.1.5 As per the School's Terms and Conditions, parents must immediately notify the Head of Junior School for Junior School pupils including EYFS pupils, or the Head for Senior School pupils, in writing, if the pupil will be residing during term time under the care of someone other than the parents or education guardian.

## **4.2 Pupils:**

- 4.2.1 Pupils are expected to attend School every day when the School is in session, as long as they are fit and healthy to do so.
- 4.2.2 Pupils are expected to be punctual and arrive at lessons on time particularly those following breaks and lunch.
- 4.2.3 Pupils are expected to follow the protocols in place for late arrival. If pupils are repeatedly late they can expect to be sanctioned in line with the School's Behaviour Policy.
- 4.2.4 Notification of an absence by the pupil will not be recorded as an authorised absence.
- 4.2.5 Sixth formers are expected to be in School for morning and afternoon registration. Sixth formers may go off-site after 10:20 if they do not have lessons, ensuring they 'tap out' with their pass at the relevant gate. If a Sixth former does not have their pass, the security marshal will ask the Sixth former to sign out. Sixth formers must return to School for afternoon registration at 13:40. Any exception to this must be authorised by parents and the form tutor.

## **4.3 School:**

- 4.3.1 The School is legally obliged to take and maintain an accurate register of all pupils, twice each day, throughout term time. The attendance register must be completed at the start of the day and at the start of the afternoon session.
- 4.3.2 The attendance register will be retained for a period of three years after the end of the academic year in question.
- 4.3.3 On occasions where lengthy absence is known and understood the School will support pupils to ensure continuity of education.

## **5. Registration procedure**

- 5.1 The attendance register is a legal document. Schools must take a register at the start of the morning session, and again during the afternoon session.
- 5.2 Form Teachers in the Junior School are responsible for registering their tutees. In the Senior School pupils are registered by subject staff in lessons period 1 and period 6, populating the statutory morning and afternoon register. A centralised register for the whole School is maintained electronically, and pupils are registered using the

'Attendance' module on SchoolBase, the School management information system, at the following times:

- First School:           Morning      08:50-09:00  
                                  Afternoon   13:40
- Lower School:         Morning      08:40 (at the start of period 1)  
                                  Afternoon   13:40 (at the start of period 6)
- Senior School:        Morning      08:40 (at the start of period 1)  
                                  Afternoon   13:40 (at the start of period 6)

5.3 The Register must show whether the pupil is:

- present;
- absent;
- attending an approved educational activity outside school;
- unable to attend through exceptional circumstances
- taking authorised absence
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

5.4 The set of codes used in registers can be seen at Appendix A.

5.5 Only pupils who are present in the Form Room at the time of registration should be marked as present even if the Form Teacher or Form Tutor saw the pupil earlier in the day.

5.6 Where the reason for a pupil's absence cannot be established at the time the register is taken, the absence must be recorded as unauthorised.

5.7 Senior School pupils attending individual music lessons at 08:40 or 13:40 are accounted for by the Visiting Music Teachers using the Maestro element of SchoolBase, which is visible to teaching and other staff. In the Junior School the form teacher marks the register.

5.8 Pupils arriving after registration at 08:50 or 13:45 should be marked as Late using code L.

5.9 The names of Senior School pupils who will be out of School due to an educational visit, and will miss morning and / or afternoon registration, will be shared with the

Admin and Attendance Officer via Evolve. Ownership of the registration of groups while off-site will be agreed between the visit leader and the Admin and Attendance Officer, with reference to the Assistant Head (Enrichment). In the Junior School the form teacher informs the Attendance Officer which children are on the educational visit at registration time.

## **6. Procedure for following up lateness and absence**

6.1 The Admin and Attendance Officer will follow up any lateness/absences promptly to:

- Identify whether or not the lateness/absence is authorised;
- Ascertain the reason for the lateness/absence being recorded;
- Ensure the necessary follow up action is taken including communications with parents, reference to lesson registers, and classroom visits.

6.2 If a Senior School pupil is registered absent at 13:40, the same general checking protocols will be used as in the morning. Additional reference may be made to the Net2Access system for student pass activity, and to Medical Centre and/or relevant Pastoral Staff in case pupils have been discharged home during the lunch break.

## **7. Responsibilities for managing and monitoring attendance**

7.1 The Admin and Attendance Officer is responsible for maintaining pupil lateness and absence records on a daily basis in the Senior School, and liaising with the tutors and relevant Section Heads. Responsibility in the Junior School is held by the Junior School Administrator.

7.2 The Deputy Head (Pastoral) receives information relating to lateness and absence in the Senior School at the end of each week every from the Admin and Attendance Officer. The Deputy Head (Pastoral) uses this information to identify any emerging patterns in the Senior School and takes appropriate action where required.

7.3 The Junior School administrator will collate attendance data at the end of every half term. They will inform tutors and Pastoral leads where there are concerns (below 95% and below 90%).

## **8. Procedure for pupil missing during the day**

8.1 If a teacher or other member of staff notes that a pupil is missing from class/sports practice/other activity they should contact the Form Teacher (for Junior School), and email [missingpupil@nlcs.org.uk](mailto:missingpupil@nlcs.org.uk) (for Senior School). This email will

automatically be sent to the Admin and Attendance Officer, the PA to the Deputy Head (Pastoral), Office (Senior School Receptionist) and the Medical Centre.

8.2 The Admin and Attendance Officer in the Senior School will:

- Check where and when the pupil last tapped their student pass on-site
- Check if the pupil has otherwise signed out with a marshal at a gate
- Check the pupil's real-time timetable for that day, this includes any individual music/instrument lessons scheduled for the pupil
- Ring the Medical Centre to check whether the pupil has reported sick or has an appointment
- Ring the Library
- Contact relevant Visiting Music Teacher if appropriate
- Contact the relevant Head of Section and the Deputy Head's PA who will contact the Deputy Head (Pastoral)
- The Deputy Head (Pastoral) or the relevant Section Head in the Senior School will check with friends/classmates if they have any knowledge of the missing pupil's whereabouts

8.3 The Junior School Administrator will:

- Contact the form teacher and/or the teaching assistant
- Ring the Medical Centre to check whether the pupil has reported sick or has an appointment
- Contact relevant Visiting Music Teacher if appropriate
- The Junior School Deputy Heads' will check with friends/classmates if they have any knowledge of the missing pupil's whereabouts

8.4 If the pupil is not found after these actions have been taken, the pupil's parents will be contacted to establish whether the pupil is at home. If the pupil is not at home, a follow up call will be made to the parents at an agreed time to provide an update.

8.5 Where reasonably possible, the School will hold more than one emergency contact number for each pupil. Emergency contact numbers should be provided and updated by the parents with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides the School with additional options for making contact with a responsible adult when a pupil is missing school.

8.6 If the pupil cannot be found following the above investigation, the Form Teacher or Form Tutor/Head of Year/Assistant Head with oversight of the Middle School, Upper School or Sixth Form will notify the Head of Junior School or the Deputy Head (Pastoral) respectively, or the senior member of staff on duty. An initial search will be made using assistance from school keeping staff. The Headmistress will be kept

informed by the Head of Junior School or Deputy Head (Pastoral) or the senior member of staff on duty.

- 8.7 If the pupil is found on site or in the vicinity, the School staff will make a concerted effort to persuade the pupil to return to the School. If the pupil refuses to do so, staff members at the scene will attempt to continue to monitor the pupil's whereabouts. Staff should speak with the Head of Junior School or Deputy Head (Pastoral) about contacting the parents in such circumstances.
- 8.8 If the pupil is not found after the on-site search, the Head of Junior School or Assistant Head with oversight of the Middle School, Upper School or Sixth Form will contact the pupil's parents at this point and the situation must be reported to the Head along with the relevant details. All decisions on contacting parents should be made by the Head of Junior School or Deputy Head (Pastoral).
- 8.9 If the search is unsuccessful, the Head of Junior School or Deputy Head (Pastoral) will contact the police after consultation with the parents (where appropriate) and provide the police with the information listed below, as well as any other information reasonably requested by the police.

## **9. Information to be provided to the police**

9.1 When the School contacts the police, the following information should be provided:

- the pupil's name
- the pupil's age
- an up-to-date photograph if possible
- the pupil's height, physical description and any physical peculiarities
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil about their intentions

9.2 The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.



## **10. Children at risk of missing education**

- 10.1 A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation or radicalisation.
- 10.2 The School will monitor pupils' attendance through the daily register and will inform the Local Authority at Harrow of the details of pupils who fail to attend regularly or have missed ten school days or more without permission.

## **11. Holidays during term time**

- 11.1 The School will not normally authorise holidays during term time unless there are exceptional circumstances.
- 11.2 Applications seeking prior authorisation must be made in writing, providing sufficient notice, to the Head of Junior School for Junior School pupils including EYFS pupils, or the Head for Senior School pupils. The Head of Junior School or the Head will either authorise or decline the request and confirm their decision in writing.
- 11.3 The Department for Education have not issued guidelines as to what they consider to be exceptional circumstances. This is solely at the discretion of the Head of Junior School or Head.

## **12. Monitoring and review**

- 12.1 The Senior Team will regularly monitor and evaluate the effectiveness of this policy, and associated procedures.
- 12.2 The policy will be reviewed every two years (or more frequently if changes to legislation, regulation or statutory guidance so require) by the Deputy Head (Pastoral), Head of Junior School and the relevant committee of the Governing Body.
- 12.3 The date of the next review is shown on the front page.

## Appendix A: NLCS registration codes

/	Present (morning)
\	Present (afternoon)
L	Late arrival. This will be used for- <ul style="list-style-type: none"><li>• after 8.50am for lesson 1</li><li>• after 1.45pm for lesson 6</li><li>• if a student is more than 5 minutes late for periods 2-5 &amp; 7-9</li></ul>
N	If the reason for absence is not yet populated by the Attendance Officer
I	Illness (not medical or dental appointments).
M	Medical or dental appointments
R	Religious observance
P	Participating in a supervised sporting activity.
V	Educational visit or trip
J	At an interview with prospective employers, or another educational establishment (eg University).
W	Work Experience
S	Study leave
B	Present in Medical Centre, with School Counsellor or SEND
H	Holidays- authorised by school
O	Absent from school without authorisation
E	Excluded

## Appendix B

### Guidance for parents regarding absence

North London Collegiate School recognises that consistent attendance is a crucial component of successful teaching and learning. We believe that to reach their full potential, students must attend school regularly. Attendance not only supports academic achievement but is also key to ensuring pupils' safety, promoting social inclusion, and providing equal opportunities. As such, students are expected to be present and punctual every day during term time, unless there are unavoidable reasons for their absence.

**Parents should address their absence requests as per the instructions below to ensure a consistent approach to absence.** In all cases parents should cc [attendance@nlcs.org.uk](mailto:attendance@nlcs.org.uk)

- A. Requests for the following may be approved by **tutors**:
  - Medical appointments
  - University Open days (no more than 2 per term) and University Interviews
  
- B. Requests for the following may be approved by **Heads of Section**:
  - Family events lasting no more than two days
  - Sporting events lasting no more than two days
  - Academic events lasting no more than two days
  - Religious ceremonies lasting no more than two days
  - Work experience lasting no more than two days
  
- C. Requests for the following may be approved by **Deputy Head Pastoral** in consultation with the **Deputy Head Academic**:
  - Absence of more than two days for any purpose will be considered on an individual basis and may be in consultation with the Head

In all cases the School asks that you give as much notice as possible regarding your child's absence, with a **minimum of two weeks for planned absence**.

**Expectations around missed work:** In most cases, it will be the responsibility of the student to make up any work lost because of absence. Students should liaise with their form tutor or class teacher to ensure that missed work is completed. The school appreciates that some students may require additional support in doing so and, in such cases, students should speak to their form tutor, who will be best placed to advise them on how to prioritise their workload. For planned absences, students must approach individual members of staff for guidance.

**Unauthorised absence:** Please be aware that unauthorised absence will be recorded on a pupil's absence record.

**Other:** As per 4.1.5 of this policy, please could we ask that in the case of parents being away from home this is communicated to the school at the earliest opportunity, including parental emergency contact details, and the details of a responsible adult (over age 25) who will take care of your child during this period.