ATTENDANCE AND REGISTRATION POLICY

2024-25

ATTENDANCE AND REGISTRATION POLICY

This policy should be considered in conjunction with the policies referred to in this document and the following additional policies:

– Missing Child Policy
– Behaviour, Discipline and Rewards Policy
– Child Protection (Safeguarding) Policy
– Admissions Policy

GUIDANCE

This Policy has due regard to:
• *School Attendance (Pupil Registration) (England) Regulations* (August 2024)
• *Children Missing Education* (August 2024)
• *Working together to improve school attendance* (August 2024).

The Vice Principal (doddsr@cheltladiescollege.org) has overall responsibility for registration and attendance within College and is the 'Registration Champion', supported by the College Data Manager. The nominated safeguarding member of Council has oversight (edneyj@cheltladiescollege.org).

INTRODUCTION

In order to ensure the safeguarding and welfare of pupils, the School has a statutory duty to know the whereabouts of its pupils.
All pupils are themselves required to register twice a day on Monday to Friday, by using FastVein Scanners, once for the morning and once in the afternoon. On Saturday, pupils are required to scan on arrival at College in the morning to register. Registration is also undertaken by staff in each lesson.

GENERAL POINTS

– Registration is a legal requirement, and the electronic attendance register held on iSAMS is a legal document.
– Any pupils not accounted for during a registration period will cause Main Reception staff to initiate the Missing Child procedure in accordance with the Missing Child Policy
– Sanctions will be applied for lateness according to the Behaviour, Discipline and Rewards Policy.

- Day pupils are expected to register in House by 8:10am and College at the stipulated times each day. If a day pupil arrives late, it is not possible for College to determine whether the pupil or her parents are responsible. Therefore, sanctions for lateness will apply in all instances and parents should not seek to have their daughter excused on the basis that the parents caused the late arrival. External causes such as snow or car breakdown will be considered sympathetically.
- Where a day pupil is absent, the Housemistress should receive a phone call or email from the parents to give the reason for the absence before 8.45am.
- A pupil who leaves College during the academic year, or at a non-standard transition will have her status changed from current pupil to leaver on the iSAMS electronic attendance register by the College Data Manager. Her new status will also include information about her new school provided it is known. In accordance with reporting obligations, the Vice Principal will also inform Gloucestershire County Council of the leaver.

AUTHORISED ABSENCE

- Parents seeking permission for their daughter's absence should apply in the first instance in writing to the Head of Pastoral Care (HPC). There is no obligation on the HPC to authorise absence on request, and leave will only be granted for exceptional reasons.
- Each case will be considered individually, but as a general rule absence due to inconvenient flight times or to facilitate family holidays will not be approved. This is because term dates are notified far in advance and holidays are sufficiently long to make this unnecessary in most cases. Terms are typically shorter than in the maintained sector, and full participation in College life is essential for all pupils. Absences for significant family occasions may be authorised, but only rarely. Family emergencies (eg bereavements or severe illness) are good grounds for absence, and parents may contact the Housemistress in the first instance for such permission to ensure a prompt and suitably personal response. This will be referred to the Head of Pastoral Care by the Housemistress if appropriate.

UNAUTHORISED ABSENCE

- Parents have a duty to ensure that their daughter attends school and, in accordance with the terms of the Parents' Contract, an unsatisfactory attendance record may constitute grounds for the Principal to require parents to remove a pupil from College. This would not be requested without College having raised concern in advance.
- College will contact the parents of those pupils who reach the thresholds of unauthorised absence outlined later in this policy, including leaving College early at the end of term

FASTVEIN REGISTRATION SYSTEM

- Registration is via the biometric system FastVein.
- FASTVEIN identifies each pupil's unique capillary pattern to confirm registration which can then be viewed by staff on the FASTVEIN dashboard.
- Use of FASTVEIN requires explicit parental permission. Parents receive a letter when a pupil begins at College explaining the features of the system and the reasons why the College chooses to use it for registration and to monitor pupil movement across the site. Parental permission remains in force until the pupil leaves, unless such permission is previously withdrawn.

- If a parent has not given biometric consent the registration must always be done in the presence of a designated member of staff; normally the Head of Division or Assistant Head of Division.
- Full details of the registration times can be found in the annex of this policy.
- Registration is recorded on iSAMS.
- The code for a specific reason for absence will then be entered by the House Staff. This indicates on what grounds an absence has been authorised by the HPC, VP or others. They will insert the correct letter according to the codes set up on the College Management Information System (iSAMS) - detailed in the annex
- Staff must insist that pupils use the scanning in / out procedure at Reception if they are leaving or returning to College during the school day.

REGISTRATION

PLANNED ABSENCE

Each morning House staff enter any known reasons for absence into iSAMS 'Out of School' or Registration screens, to inform College and the Tutor. This does not include extras, only known absences such as a trip or illness. This needs to be completed, ideally, before 07:30.

LEGAL REGISTRATION – MORNING

On Mondays to Thursdays, girls should arrive promptly at College and scan onto the Main College site before 8:20am so that they can be punctually in the PH for Prayers at 8.25am. The exact time of arrival will be recorded by FastVein. Pupils without biometric consent must sign in with their Head of Division or Assistant Head of Division by this time. After dropping off their bags at their tutor base, pupils are expected to be seated in Prayers by 8.25am. If they arrive after this point they will be recorded as late on the FastVein dashboard or by a member of staff on duty. This will result in a late mark being recorded.

The pupils from St Margaret's, Farnley Lodge, Glenlee and St Hilda's must leave their House by 08:05am at the latest, and pupils from the other Houses, including Eversleigh, by 08:10am in order to arrive at the main site by 8:20am.

On Fridays, all pupils should scan into College before 8.55am.

On Saturdays, pupils should scan into College by 8.55am and move straight to their first session at 9am.

Any pupil not registering with their Tutor or teacher due to 'Extras' or a study period, will scan into the College site on their arrival; this scan will serve as the morning registration and the pupil will appear as present in College on the Fastvein Dashboard. Pupils without biometric consent but with an 'Extra' are expected to sign in at reception on arrival at College.

The registration window closes at 9.30am, after which time pupils who arrive will be marked as Unauthorised Absence with the code 'U'.

RECEPTION

Each morning, during Prayers (or Period 1 on a Friday), any pupils who show on FastVein as not scanning in a recognised building will be accounted for by an administrative member of staff. This may involve ringing the House, reconciling with the non-biometric lists of any pupils held by the Heads of Division, contacting the Head of Division or Tutor where necessary. If a pupil remains unaccounted for, a member of LT will be informed, and the Missing Pupil Procedure will be followed.

After 9:00am the teaching staff will be taking period 1 registers so this will help to inform staff about current attendance.

Period 1, 2, 3, 4, 5 and 6 lesson registers will be taken by teaching staff at the start of lessons.

As soon as the data in FastVein is complete, an automatic process transfers the data to iSAMS.

TUTOR ROOM BASES

At 8.45am Monday to Thursday pupils return to their tutor room base after Prayers and before period 1. This is not a registration period, but the tutor on duty is expected to use the drop-down menu on the FastVein Dashboard to monitor the attendance of all the pupils present.

Pupils who have scanned are displayed in green – there are two icons available on the Dashboard for Tutors to use to indicate if a girl has either arrived late or not shown up. Pupils who have not scanned are in red.

In terms of tutor actions:

− Green and not present – press 'no show' icon
− Red and present – send pupil to scan
− Red and absent – leave; this will be picked up by the administration staff

 Non-biometric pupils will appear on the registration dashboard and can be treated in the same way as above.

LEGAL REGISTRATION – AFTERNOON

The afternoon registration takes place during lunchtime before 14:25. The registration window is open between 13:30 and 15:00. Pupils should scan into College before 14:25 so that they arrive on time to their lesson at 14:30. Pupils who have stayed down in College for lunch will need to scan at the GCR when they have lunch; this will count as their afternoon registration. The GCR scanner will accept their registration from 13:10.

Pupils not on the FastVein system should sign in at the office of their Head of Division between 14:15 and 14:25. If they have an Extra before that time, they should sign in with the Duty Supervisor before their Extra commences.

Sixth form students that have permission to remain in House for the afternoon, must scan on their House reader between 14:00 and 14:30 as their afternoon registration, selecting the screen option 'Registering in House'.

Reconciliation of the afternoon registration data and 'missing girls' will follow the same procedure that took place during the morning registration window.

The registration window closes at 3.00am, after which time pupils who arrive will be mark as Unauthorised Absence with the code 'U'.

PUPILS AT PE ("FIELD") FOR PM REGISTRATION

Physical education afternoons start at 14.15. Pupils scan out of house after lunch at which point their status will change to Field. Pupils must scan to register when they arrive at the HFC or Well Place at which point their status will change to HFC or Well Place and this will be taken as the formal afternoon registration.

Any pupils not on the FastVein system should register with the PE Administrator. These registrations will then be confirmed in the FastVein system prior to transfer into iSAMS. The process can be summarised as follows;

- Pupils scan on leaving House after lunch and their status will change to signed out to Field. The registration window is open between 13.00 and 15.00 with late time recorded after 14.30.
- Pupil scans at an appropriate device at the HFC or Well Place, marking them as present for afternoon registration.
- The registration window closes at 15.00.
- Any pupils who have not scanned will be located by an administrative member of staff at the HFC. The pupil will receive a demerit for failing to scan.
- PE staff will hold pupil lists generated from SOCS for the activity that they are taking. These lists are updated weekly for pupils changing their chosen activity.
- SFC students not going to Field during afternoon registration period (due to injury or Houseparent permission) must scan in House and opt for 'Registering in House' before 14.30.

REGISTERING UC5 AND SFC PUPILS DURING PUBLIC EXAMINATIONS

During this period we expect the pupils to follow the procedure below:

SFC2s
- SFC2s should scan into College during the morning or afternoon registration periods if they are taking an exam.
- Students remaining in the House for the morning or afternoon to revise should scan and opt for 'Registering in House'.
- Students will be marked in iSAMS as being on Study Leave for the purposes of the Official AM and PM Register.
- Boarders would be expected to be at College taking an exam or revising, or in House revising. Day students could be on Study Leave at home or at College taking an exam or revising.

UC5s
- Pupils should scan into College during the morning registration period and afternoon registration period if they are taking an exam or wish to revise in College.
- Pupils remaining in the House for the afternoon to revise should scan and opt for 'Registering in House'.

– Houses can check the registration status of the pupils and if they have not registered then they should update FastVein accordingly (using the manual registration option).
– Therefore, boarders would be expected to either be at College taking an exam or revising, or in House revising. Day pupils could be on Study Leave at home and in this case the House should update their status on FastVein.

SANCTIONS FOR PUPILS ARRIVING LATE
– Pupils arriving late or not registered five times in any half-term will be sent to the Head of Division and will receive a late detention. Three late detentions will result in a VP detention. Continued lateness will be dealt with appropriately.
– Repeated lateness will be dealt with at a higher level.

SUMMARY OF TIMINGS - FASTVEIN

	Time pupils are required to scan into College
Monday to Thursday am	07:30 – 08:20
Friday	08.55
Monday to Friday pm	13:30 – 14:25
Saturday	8.55

SUMMARY OF TIMINGS: NON-BIOMETRIC PUPILS

	Time pupils are required to scan into College
Monday to Thursday am	08:10 – 08:20 – Head of Division Office
Friday	08.45 - 08.55
Saturday	8.40 - Head of Division Office
Monday to Friday pm	13:10 – 14:15 – GCR 14:15 – 14:25 – Head of Division Office

MONITORING PUPIL ATTENDANCE

Setting expectations

College expects all pupils to attend College by building a culture where all can, and want to, be in College and ready to learn. To achieve this all pupils are expected to comply with the expectations outlined in this policy. However, staff are expected to monitor and respond to pupil attendance as follows:

VICE PRINCIPAL

A weekly report is generated from iSAMS to list any pupils whose absence for the reporting period has exceeded 10% threshold. The reporting period is every half-term. The Vice Principal will then;

– Assess each case to determine the reasons for any authorised absence and any mitigation to explain their absence levels by consulting the Head of Division and Head of Pastoral Care.
– Consider any necessary follow-up action taking into account possibly safeguarding implications, as well as the pastoral, parental and disciplinary possibilities.
– Contact parents in cases where there is no authorisation or mitigation to account for the level of absence to raise the reasons for absence with them and outline any potential consequences.
– Contacting the local authority to notify them of any pupil who reaches 10 consecutive days of absence.
– Log the absence and any communications with the parents and the local authority on CPOMS.
– Consider attendance concerns relating to overseas pupils whose visas are sponsored by the College, for consideration of sponsor reporting responsibilities to UKVI.

HEADS OF DIVISION

A weekly report is produced by the College Data Manager on a Monday to show any pupils who have been absent from more than 50% of lessons in the preceding week. The Heads of Division are expected to log these absences and have a record of the reason. These pupils should be discussed at the Pupils of Concern meeting if the reasons for the absence needs exploring further or additional actions needed. The Heads of Division are required to annotate the weekly report with the reasons for the absence and to send this through to the Vice Principal and Vice Principal Academic on the day that the report is generated.

HOUSEPARENTS

A daily report is produced at the end of the day for all houses detailing the day's lessons registrations to highlight pupils' absence. Any unexplained lesson absence by a pupil should be followed up by the Houseparent.

TEACHERS

Teachers are required to complete a registration on iSAMS for each lessons and so should be alert to patterns of regular absences from their lessons. Concerns should be reported to their Head of Department who can raise with the Head of Division in the first instance.

– Teachers, Tutors, Academic Supervisors and Housemistresses
– Heads of Division should seek regular feedback from the College Data Manager.. Similarly, the HPC should seek such feedback from the Housemistresses. Heads of Division and Housemistresses monitor attendance on a daily basis through FastVein.

CHILDREN MISSING FROM EDUCATION

In line with the College's Safeguarding Policy, College will monitor all pupil absences and promptly address concerns about irregular attendance with the parent or carer as outlined above.

When a pupil's daily attendance drops below 90% over the course of a term without authorisation, or is absent from school without the College's permission for a continuous period of 10 school days or more, the Vice Principal will work proactively with local authorities to put additional targeted support in place to remove any barriers to attendance and reengage the pupil.

In addition, College will comply with its reporting duties to the local authority in accordance with the England (Pupil Registration) (England) Regulations 2006 and the Children Missing Education Guidance 2016. This includes:

−   The DSL notifying the local authority if a pupil is removed from the admissions register at a non-standard transition for any of the fifteen grounds set out in the regulations.
−   Admissions notifying the local authority within five working days of any pupil that is added to the admissions register at a non-standard transition point.

LESSON REGISTRATION

During every teaching lesson, staff must register their group on iSAMS. This is in addition to our legal registration so that lesson attendance data is generated enabling patterns of pupil attendance to be centrally monitored. In a double period, a second registration is not required during the second period.

Friday Wellbeing will not be formally registered although staff must follow the Missing Child Policy for any pupils that are absent from their group.

For lesson registration the only codes available are:

- Present (Y)
- Late (L)
- Absent (N)
- A lesson which is not registered by a teacher will be indicated as NR

If a pupil arrives after the start of the lesson and has been marked as absent, this can be changed to late.

For any pupil who is marked as absent 'N', it is possible to press a button on the registration screen to send an automatic email to *missingstudent - the Missing Child Policy applies.

In the event of no access to iSAMS for technological reasons, a note should be made of any absences and registered as soon as iSAMS becomes available.

If the teaching group list is wrong for any reason the College Data Manager should be notified.

Lesson registration can be taken using iSAMS on the staff Surface or using the iSAMS iTeacher App on a mobile device.

The apps on an iPad and smart phone require the registration to be taken during the lesson. Registration can be done retrospectively after the lesson.

At the end of each weekday, an automated report is sent to each house and Head of Division, so that house staff can check with each pupil on their lesson attendance and to follow up on any actions if there has been a missed lesson. Housemistresses and their teams are best to support lesson absence and provide support to the pupil to ensure minimal impact on future lessons.

Missing Pupils:

If a pupil is absent, staff should check with the class, and if there is no reason for the absence, or the individual is a 'Pupil of Concern' the staff member would follow the 'Missing Child Procedure'. This is using iSAMS to mark absent, followed by the alert icon. The alert triggers an automated email to *missingstudent email group. If the alert does not function in iSAMS an email to *missingstudent can be sent instead.

Registration Codes

	AM and PM Registration			
N	**Absence reason not provided – use another code as soon as possible**			
	PRESENT			
**/ or **	Present			
L	Late - before register closes - **9:30 (AM) and 15:00 (PM)**			
RF	Registered **Found** – not scanned but found before register closes			
	PRESENT - APPROVED EDUCATIONAL ACTIVITY			
P	Sporting Activity - away from College but **not Field/Well Place/HFC**			
V	Educational Visit/Trip			
W	Work Experience			
	ABSENT - AUTHORISED			
C	Absent under **exceptional circumstances**			
I	Illness			
J1	Formal Interview for employment or admission to educational institution			
M	Medical or Dental Appointment			
R	Religious Observance			
S	Study Leave			
	ABSENT - UNAUTHORISED			
G	Family Holiday not authorised by College			
O	Absent for no satisfactory reason			
U	Late - after register closes - **9:30 (AM) and 15:00 (PM)**			
	NOT COUNTED TOWARDS ATTENDANCE			
Y1-Y7	Unable to attend College			

Sessions	Days	Open	Closed	Late
AM	Mon to Thu	7:00	9:30	8:21
	Fri to Sat			8:56
PM	Mon to Fri	13:00	15:00	14:56
	Field/HFC/WP			14:30

Registration Codes

Examples of registration code use

N   **No Reason given**
This code must not remain against a student record
A suitable alternative should be used as soon as possible

Present

L   **Late before the register is closed**
A student has scanned and registered late

RF   **Registered Found**
Used if the Student does not scan into College and is then subsequently found.
For AM registration, use this code before the register closes at 9:30am. Use the code **U**
'Late after the register is closed' after 9:30.

Present - Approved

P   **Sporting Activity**
This is for alternative sporting activity off site approved by college
It is **not** for use when students are at **Field/HFC/Well Place**

V   **Visit or Trip**
V codes are be pre-populated as **Future Absence** records based on the Evolve student
registers, so houses should not need to use this code.

W   **Work Experience**
No change to the use of this code

Absent - Authorised

C   **Absent under exceptional circumstances**
This leave of absence is only granted under **exception circumstances** and at the
discretion of the College – they will decide the number of days the student will be absent,
e.g. a funeral, a wedding

I   **Illness – replaces D**
This code is for illness and **not** medical appointments and not when visiting the Medical
Centre unless admitted to the MIU.

J1   **Interview – replaces J**
This is for **formal interviews** only.
Open days should be recorded as C (authorised absence) for the agreed number of days
allowed by the Head of SFC. Anything after this is at the discretion of the Head of SFC and
could be recorded as O (unauthorised absence)

M   **Medical or Dental Appointment**
There is no change to the use of this code. It is **not** for use when a student is attending the
College Medical Centre or MIU and not for recording illness.

R   **Religious Observance**
This to be used for formal religious observance days

Registration Codes

The use of this code will be managed centrally, e.g. Eid, Chinese New Year

S   **Study Leave**
Primarily for use with Day students rather than boarders.
Students who want to come into College to revise will be allowed to do so.

Absent - Unauthorised

G   **Family Holiday not approved**
Early leavers and late returners, depending on circumstances 'C' or 'O' are used

O   **Absent for no reason**
Used where there is reason for the absence or the College is not satisfied with the reason.

U   **Late after the Register is closed – Main Reception**
The student has not scanned as registered and not been found before 9:30.

Not Counted Towards Attendance

Y1   Transport unavailable
Y2   Widespread disruption to travel
Y3/Y4 Part or whole school closure
Y7   Other unavoidable cause – e.g. A student waiting to obtain a Visa would be an example.