REGISTRATION POLICY

Our Mission Statement – the reason our College exists

"Learning & Growing in the Light of the Gospel"

With Christ at the centre of our learning, we:
- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

Our Vision Statement – the long-term change resulting from our work

'Begin Here, Go Anywhere'

Ratcliffe's unique educational offering based on our College motto, "Legis Plenitudo Charitas", Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College's inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, "Learning and Growing in the Light of the Gospel", serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.

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REGISTRATION POLICY
This policy has been written for all three sections of the School

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Author: James Rainer	**Receiver:** All staff
Review Date: July 2025	**Next Review:** September 2026

Rationale

The registration of students, both in the morning and in the afternoon, is a legal requirement and staff must ensure it is completed accurately. All students need to be aware that their attendance at registration is compulsory. All Senior School students are registered electronically at the start of each lesson as well as morning registration.

This policy is written with consideration of ['Working together to improve school attendance: Statutory guidance for maintained schools, academies, independent schools and local authorities'](#) (DfE, August 2024), as well as [Keeping Children Safe in Education](#) and ['Working together to safeguard children](#)'.

This policy reflects our compliance with the Education (Pupil Registration) (England) Regulations 2006 and the Independent School Standards Regulations (2014), which require independent schools to maintain accurate admissions and attendance registers.

Ratcliffe College commits to challenging the root causes of absences and helping to remove barriers to attendance at home, in school or more broadly. In this, we commit to working in partnership with families to encourage school attendance, recognising Pope Paul VI's teaching in *Gravissimum Educationis* that parents have "the primary and inalienable right and duty to educate their children".

Expectations regarding attendance and absence procedures are communicated clearly to parents through channels such as the Parents' Information Handbook, newsletters, letters from senior staff, termly attendance reports, and directly when concerns arise. Persistent absenteeism may trigger a parent-school meeting or formal attendance support, as well as engagement with the Local Authorty's Inclusion Service or Attendance Team.

School attendance and prompt, accurate registration matters for legal and educative reasons. Every parent has a legal responsibility to make sure that their child receives an education, and they have an obligation that, having committed to the Ratcliffe College Parent Contract, their child should attend school every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

School attendance has a direct impact upon academic outcomes. At Key Stage 2, pupils not meeting the expect standard in reading, writing and mathematics had an overall absence rate of 4.7%, compared to 3.5% amongst those meeting the expected standard. At Key Stage 4, students not achieving at least a Pass mark (Grade 4) in English and mathematics had an overall absence rate of 8.8% compared to those who achieved a Grade 9 to 5 (3.7%).

We also recognise that school attendance and prompt, accurate registration is an important protective factor for the most vulnerable students. There is a clear association between regular absence from school and extra-familial harm, such as crime. For example, 81% of children cautioned or sentenced for any offence had been persistently absent from school at some point in their education.

The College has appointed senior members of staff as **School Attendance Champions** to have overall responsibility for championing and improving attendance in the College. In the Nursery, this is the Head of EYFS. In the Preparatory School, this is the Deputy Head of the Preparatory School. In the Senior School, this is the Deputy Head Pastoral. In the Sixth Form, the Deputy Head Pastoral's responsibilities to championing attendance are delegated to the Assistant Head, Head of Sixth Form, and the Deputy Head of Sixth Form. The responsibilities of the School Attendance Champions are:

- To set a clear vision for improving attendance to school;
- To establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- To regularly monitor and evaluate progress, including the efficacy of the College's strategies and processes;
- To have oversight of and analyse attendance data;
- To communicate clear messages on the importance of attendance to parents and pupils.

Therefore, as outlined in 'Working together to improve school attendance' (p. 10), at Ratcliffe College we will do the following to encourage and improve school attendance:

- **Expect**
  - o Aspire to high standards of attendance from all students and parents, and build a culture where all can, and want to, be in school and ready to learn.
- **Monitor**
  - o Rigorously use attendance data to identify patterns of poor attendance amongst individuals, families and/or cohorts, to work collaboratively with all parties to resolve concerns before they become entrenched.
- **Listen and understand**
  - o Where patterns of poor attendance are spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how to work collaboratively to resolve them.
- **Facilitate support**
  - o Remove barriers in school and help families to access the internal and external support that is available if barriers exist outside of school. This might include consideration of early help or the formulation of a support plan. For example, the school may offer students a bed in boarding if this would overcome or partially overcome a barrier to attendance.
- **Formalise support**

- Where absence persists and voluntary support is not working or not being engaged with, the school may seek to formalise support through an attendance contract or a meeting with the Headmaster.

Registration Routine

- The Senior Leadership Team in the Senior School and the Senior Management Team in the Preparatory School should ensure that all Form Tutors are present in the morning. They are particularly supported in this by the Curriculum Director and line managers. If a Form Tutor is absent then it is the responsibility of the Curriculum Director (Senior School), Deputy Head of Prep School or Head of EYFS to arrange for a colleague to do so.
- Register data should be entered **only** by the assigned Form Tutor/Class Teacher. **On no account** are students to be allowed to enter register data. Anyone arriving later to Main Reception or the Preparatory School Reception will be marked there.
- Once the period of registration is closed, both in the morning and during lessons, the School Secretary/Prep School Administration Team compiles a list of all students who were absent from registration. This list is circulated to the Deputy Head Pastoral, the Heads of Year and Head of Preparatory School.
- The Senior Housemaster/Housemistress should ensure that there is a suitably qualified member of staff on duty at registration times.

Times of Registration

- Morning registration takes place between 8.25-8.30am in the Senior School, 8.25-8.35am in the Preparatory School and at 9.00am in the Nursery.
- **It is essential that all students attend this registration punctually so that their presence in school is accounted for and, for example so that they may hear important notices for the day.**
- Students arriving to the Preparatory School after 8.25am must present to the Preparatory School Reception, where they will be registered and marked as late. Senior School students arriving at their registration after 8.30am will be marked as late.
- Sometimes students may be unavoidably late for school. If a Senior School student arrives after 8.30am, they should attend their tutor time directly or, if they are due to attend an Assembly or Celebration of the Word, they should sign-in at Reception or, for the Sixth Form, at the Sixth Form Centre. The Reception teams or the School Secretary will mark them as late in the AM Register. **All late arrivals should be accompanied by a note, letter or e-mail of explanation from parents.**
- Students arriving at school within 30 minutes of the end of their Morning registration will be marked late with an L code. Students arriving later than 30 minutes after the end of a

morning or afternoon registration should be marked using a U code or an appropriate absence code.

- In the Nursery School, children are registered at the beginning of afternoon lessons.
- In the Preparatory School students are registered at the start of P4, which is recorded as the 'PM' registration.
- In the Senior School, students are registered electronically in the afternoon at the start of P5, which is recorded as the 'PM' registration.
- Additionally, students in the Senior School are registered at the beginning of lessons 1, 2, 3, 4 and 6 via Class Charts MIS.
- Boarders are registered throughout the day and evening via Orah MIS.

Absences

- **There must not be any gaps in the AM and PM register**.
- At registration time, if a student is absent, tutors should enter the symbol 'N' and then follow up the reason for the absence. In Class Charts, this is achieved by selecting the 'Absent' option from the drop-down box. The School Secretary will them investigate, adding the reason for the absence once it is clarified.
- The school's policy is to telephone parents on the first morning that a student is absent and if no notification has been received from parents. The School Secretary makes these calls.
- Therefore, all information about absences **must** be given to the School Secretary immediately.
- Parents have been advised by letter that this information must be sent to absences@ratcliffecollege.com. The Parents' Information Handbook also makes it clear that parents are expected to write to the absences@ratcliffecollege.com to inform the school of an absence. Form Tutors should follow-up with the school secretary, Sangita Patel any occasions when a communication of absence has not been received. Form Tutors should also inform the Head of Year if absence notes are not forthcoming.
- Absence notes should be shared with the School Secretary by marking the reason for absence of Class Charts or SIMS, adding a note to confirm the reason for absence as provided by parents/guardians.
- It is the **responsibility** of Form Tutors/Class Teachers to maintain registers and chase absences, both morning and afternoon, once the initial telephone call has been made by the School Secretary. The Head of Year should be informed if difficulties are encountered.
- Staff organising a school trip that departs prior to morning or afternoon lesson registration are requested to provide the school secretary with a list of all students involved in the trip at least 24 hours prior to departure. If a student does not subsequently go on the trip, the organising member of staff is requested to inform the School Secretary prior to departure and parents will be contacted in the usual way.

Symbols

The school regularly uses the following codes to register students attendance, whether that be on Class Charts or SIMS. All other registration codes are available within Class Charts and SIMS in line with the statutory guidance within Chapter 8 of 'Working together to improve school attendance'.

/ to be used for present, am

**   **to be used for present, pm

B   Attending any other approved educational activity that is not a sporting activity or
          work experience (e.g. transition day at another school)
C   Exceptional circumstances (granted at the school's discretion)
E   Suspended or permanently excluded
G   Holiday not granted by the school
I   Illness (physical and mental health related; not a medical or dental appointment)
J1   Interview for employment or for admission to another educational institution (e.g.
          university interview)
L   Late arrival **within 30 minutes** of the registration period closing
M   Medical or dental appointment
N   Reason for absence not yet established
P   Participating in a sporting activity
R   Religious observance
S   Study leave
U   Late arrival **30 minutes after** the register is closed
V   Attending an educational visit or trip
W   Attending approved work experience
Y2   Widespread disruption to travel (caused by local, national or international events)
Z   Prospective student not on admission register
Planned whole school closure

The College may also use the following symbols to record, internally, the location of a student during a lesson time. The student is marked 'present' on AM and PM registrations.

&   Music Lesson
$ Medical Department

Signing In and Out

- There will be occasions during the school day when a student arrives at or leaves the school at times other than those scheduled. In order to ensure that our monitoring of the whereabouts of students is as complete as possible, we operate a signing in and out system.
- The sheets for this system are kept in the relevant reception areas. If a student arrives after registration or if he/she comes into school once the school day has begun, then he/she **must report to reception to sign in**. Likewise, if a student leaves the campus before 4.10pm then he/she **must inform reception before departing**.
- In a similar manner, Sixth Form students **must** sign in/out in the Sixth Form Centre.
- Sixth Form students are **NOT** allowed to leave school early if they have free periods in the afternoon. All Sixth Form students must remain in school and complete private study in the Sixth Form Study Centre.
- There will be other occasions when a student needs to leave the campus during the school day. **Parents have been asked to ensure that the relevant member of staff is informed of these absences so that he/she can give the appropriate permission.**
- Any student who wishes to sign out needs to show that they have this permission. The simplest way to do this is for e-mails or notes from parents/guardians to be shared with reception. In the Prep School or Nursery, a parent must collect a pupil from Reception.

- If a student is sent home by the Medical Centre then the Sister on duty notifies Reception or the Preparatory School Reception. **Students must not sign out on medical grounds unless they have permission from the duty Sister.**
- If a student comes into school during holiday time, he/she must sign in and out at reception so that we know who is on site in case of an emergency.

Registration in Lessons

- **It is the collective responsibility of the staff to ensure that the whereabouts of students is known as fully as possible throughout the school day. This forms a key element of the duty of care we owe to the students and their parents.**
- All teaching staff in the Senior School should register students in each lesson, using Class Charts or SIMS accordingly. Lesson-by-lesson registration enables real-time safeguarding checks and ensures we can respond promptly should a student go missing during the school day.
- For the most part students are helpful and honest about why other students are absent. However, if a register of attendance at lessons is kept by all staff this will help to identify any unauthorised absences more accurately.
- Staff should cross check any absences with the list circulated by the School Secretary if they have any doubts about a student's absence from a lesson. If necessary, the matter must be followed up immediately with the relevant Head of Year and/or the Deputy Head Pastoral or Head of Preparatory School as appropriate.
- In the highly unlikely event that a student is thought to be missing during the day then a member of SLT must be informed immediately and the procedures set out in the Missing Persons Policy that is found within the Children Absent From Education Policy followed.

Study Leave and Public Examinations
- Dates for study leave for public examinations for Years 11 and 13 are communicated to parents during the Spring Term. Study leave is granted only where it supports students' learning and does not disadvantage their preparation for examinations.
- During the designated study leave period, the statutory AM and PM attendance registers will reflect the code 'S' to indicate authorised study leave for public examinations, in line with Department for Education guidance. The 'S' code is applied only for the period formally designated as study leave and only in relation to public exams. If a student attends school during this period - for example, to participate in a lesson, supervised study session, or a one-to-one meeting - they must follow the usual registration procedures for that day, including signing in at Reception or being registered by a member of staff in the usual way.
- During the public examination period, the statutory AM and PM attendance registers continue to be maintained in accordance with DfE guidance, with the 'S' code used to indicate authorised study leave where applicable, as outlined above. In addition, student attendance is assessed through formal exam registers produced by the relevant examination boards. Invigilators complete these registers for each exam session, marking students as present or absent and noting any late arrivals or incidents. This information is returned to the Examinations Manager immediately after the session and retained in accordance with JCQ requirements. Where a student expected for an exam does not attend, the Examinations Manager will liaise promptly with the School Secretary and relevant pastoral or boarding staff to confirm the reason for absence and ensure appropriate safeguarding procedures are followed.

- In exceptional cases, students may be granted additional study leave related to public examinations outside the main period of study leave, in consultation with relevant staff. These will be recorded using the 'S' code where appropriate.
- As per the guidance of *Working together to improve school attendance*, the 'S' code is only applied to leave for public examinations. Should a period of leave be granted for internal examinations, such as a period of Year 13 mock examinations, this is recorded in the AM and PM registers as a 'C' code.
- Boarders who are on study leave continue to register in their boarding houses, following the Boarding registration protocol, at times communicated by the Assistant Head Boarding, the Senior Housemaster/Housemistress, or another member of Boarding staff.

Boarding
- Boarding registration routines are central to safeguarding practice at Ratcliffe College. The College makes use of the Orah MIS to allow boarding staff to know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times. Parents and guardians can request a 'Pass' for boarders, which helps staff to know when students are off-site. Staff are required to 'activate' a pass when a student comes to sign-out. On their return to school, staff are required to 'close' a pass and update their location accordingly. All students are registered onto Orah, to facilitate registration during any boarding arrangements, such as flexi-boarding or occasional boarding.
- **It is the collective responsibility of all boarding staff to ensure that the whereabouts of students is known as fully as possible throughout the school day. This forms a key element of the duty of care we owe to the students and their parents.**
- Registration times are:
  - 7.15am – 8.00am **Breakfast Registration in the Refectory**. Students present to the member(s) of residential staff on duty. Residential members of staff will search for any absent students themselves or may delegate the House Matron to undertake this search.
  - 4.15pm – 4.30pm **Tea Registration in the Refectory.** Students present to the House Matron (Monday – Thursday) or another member of residential boarding staff. Absences are checked against known activities or prep attendance.
  - 4.40pm **Prep Registration**. Years 7, 8 and 9 will register in Prep. Older boarders may work in House or attend co-curricular activities. A member of staff is on duty in the Houses during this time and will patrol the student corridors as well as being present in the boarding offices.
  - 6.30pm – 6.45pm (Tuesday and Thursday 7.30pm – 7.45pm) **Supper Registration.** Students register as a whole House community: boys in the Emery Library and girls in the Common Room.
  - 8.00pm-8.30pm **Evening Registration**. Students are registered either in boarding activities or during staff walkabout supervision duties in the boarding houses.
  - 8.45pm – 10.30pm **Lights Out Registration (Sunday – Thursday).** Students are registered in their bedrooms by the Senior Housemaster/mistress or the Assistant Housemaster/mistress at the following time:
    - 8.45pm – 9.00pm Year 6
    - 9.15pm – 9.30pm Years 7, 8 and 9
    - 9.30pm – 9.45pm Year 10
    - 10.00pm – 10.15pm Year 11

- ▪ 10.30pm – 10.45pm Years 12 and 13
- At weekends, registration times are:
  - o 11.00am – 11.30am **Brunch Registration.** Students present to the member(s) of residential staff on duty. Residential members of staff will search for any absent students themselves.
  - o 2.30pm – 2.45pm **Tea Registration** in the Boarding House. Students present to the member(s) of residential staff on duty. Residential members of staff will search for any absent students themselves.
  - o By 4.00pm **Orah Registration.** Students who have had a pass to the regular Saturday afternoon shopping activity are expected to have 'closed' their pass using an NFC tile by this time. Students who have not done so are to be located and registered by a member of residential staff on duty.
  - o 6.30pm – 6.45pm **Supper Registration.** Students register as a whole House community: boys in the Emery Library and girls in the Common Room.
  - o 9.15pm – 11.15pm **Lights Out Registration (Friday and Saturday)**. Students are registered in their bedrooms by the Senior Housemaster/mistress or the Assistant Housemaster/mistress.
    - ▪ 9.15pm – 9.30pm Year 6
    - ▪ 9.45pm – 10.00pm Years 7, 8 and 9
    - ▪ 10.00pm – 10.15pm Year 10
    - ▪ 10.30pm – 10.45pm Year 11
    - ▪ 11.00pm – 11.15pm Years 12 and 13
  - o 10.00pm **Years 11, 12 and 13 curfew**. Students in Years 11, 12 and 13 register with the Senior Housemaster/mistress or the Assistant Housemaster/mistress in the boarding offices upon their return to the boarding houses.
- In the highly unlikely event that a student is thought to be missing during the day or night then a member of SLT must be informed immediately and the procedures set out in the Missing Persons Policy followed.
- During boarding trips, students are registered as attending a trip through the Orah MIS. Staff registering the trip are required to 'activate'/open a pass on Orah for this student. This shares with members of staff remaining in charge of boarding that students are off-site and accounted for. Students on the trip will be registered periodically according to the School Trips and Visits Policy. Having returned safely to campus, students may sign-in using the NFC tile, which will close their pass and update their location. Otherwise, a staff member will register their pass as 'closed' and update their location.

Linked Documents:

Safeguarding and Child Protection Policy

Children Absent from Education Policy

Positive Behaviour and Relationships Policy

Fire Safety Policy

First Aid and Medical Arrangements Policy

Pastoral Care Policy

School Hours and Daily Timetable Policy

Staff Code of Conduct Policy

Statement of Boarding Principles and Practice

Supervision of Students Policy

This policy is reviewed annually by the Deputy Head Pastoral, Preparatory School Deputy Head and Head of EYFS.