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## **REGISTRATION POLICY**

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

### **Rationale**

In line with the School's Mission Statement, we aim to help students develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and students so that they have "Strength of Mind, Strength of Values, Strength of Purpose".

**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.**

### **Routine**

- The Head of Year should ensure that all his/her Form Tutors are present. If a Form Tutor is absent then it is the responsibility of the Curriculum Director to arrange for a colleague or Head of Year to do so.
- Register data should be entered **only** by the Form Tutor/Class Teacher. **On no account** are students to be allowed to enter register data.
- Once the period of registration is closed, both in the morning and during lessons, the School Secretary 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.

### **Times of Registration**

- Morning registration takes place between 8.25-8.30am in the Senior School and the Preparatory School and 9.00am in the Nursery. **It is essential that all students attend this registration punctually.**

- In order to make reasonable allowance for delayed buses, traffic problems, etc., the morning period of registration will remain 'open' until 8.40am. Therefore, if a student arrives before 9.00am and signs in at reception, they will be marked as present in the register by the School Secretary. However, students must understand that this does not mean that late arrival is acceptable. **All arrivals must be accompanied by a letter of explanation from parents.**
- In the Senior School, students are registered electronically in the afternoon at the start of P5.
- In the Preparatory School students are registered at the start of P5.
- In the Nursery School, children are registered at the beginning of afternoon lessons.

## Absences

- **There must not be any gaps in the register.**
- At registration time, if a student is absent, tutors should enter the symbol 'N' and then follow up the reason for the absence. The appropriate symbol can then be added once the reason for the absence is clarified by the school secretary, Sangita Patel.
- 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](mailto:absences@ratcliffecollege.com). The Parents' Information Handbook also makes it clear that parents are expected to write to the [absences@ratcliffecollege.com](mailto:absences@ratcliffecollege.com) to inform the school of an absence. Form Tutors should follow with the school secretary, Sangita Patel any occasions when a communication has not been received by the parents. Form Tutors should also inform the Head of Year if absence notes are not forthcoming.
- Absence notes must be placed in the student's file. The Form Tutor must collate these notes and pass them to the Heads of Year at the end of each half term to be added to a student's records.
- It is the **responsibility** of Form Tutors 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

Each Form Tutor is issued with a list of attendance codes to use in their register, as follows:

**/ to be used for present, am**

**\ to be used for present, pm**

- |          |  |
|----------|--|
| <b>C</b> | Other authorised circumstances (e.g. driving lesson, music lesson) |
| <b>D</b> | Medical appointment (e.g. doctor, dentist, hospital)               |
| <b>E</b> | Excluded   |

<b>H</b>	Annual holiday (agreed by school)
<b>I</b>	Interview
<b>L</b>	Late
<b>M</b>	Illness ('flu, broken bone, hospitalisation, etc)
<b>N</b>	No known reason for absence
<b>P</b>	Sporting Activity
<b>R</b>	Religious observance
<b>S</b>	Study leave
<b>V</b>	Educational visit or trip
<b>W</b>	Work experience

Additional codes have been added to SIMS in light of the COVID-19 Pandemic.

The following new code have been added to SIMS.

- X - COVID related absences which are then followed up by the medical department.

Please use the above for any COVID-19 related absences you may receive via email

Year 12 & 13 tutors. The Thai Scholars are C for authorised leave not H for holiday.

### 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 reception. 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 Head of Year 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 for students in Years 7-11 is for the Form Tutor or Head of Year to sign the student's planner to show that the correct permission has been given. The signed planner must then be shown to the staff in reception who will record who has given the permission. Sixth Form students tend not to use planners. In this case a note from the Form Tutor, Head of Year or Head of Sixth Form is needed.
- If a student is sent home by the Medical Centre then the Sister on duty notifies Reception and posts a notice of the absence in the staff common room. **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 and the Preparatory School must take a register of students at the start of period 5. The School expects teachers to make a written record of students present in their planners. This adds an extra level of checking on the whereabouts of students. It is also very helpful for monitoring student progress and for feedback to parents in reports and at parent/teacher meetings.
- 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 posted in the staff common room 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 followed.