

**St Christopher's School**  
A Brighton College School



**REGISTRATION AND ABSENCE POLICY**

This policy applies to EYFS

St Christopher's School maintains an **Admissions Register** in accordance with the *Education (Pupil Registration) Regulations 1995(a)*. The Admissions Register is kept by the School Office.

Registration is required by law at the beginning of each morning session and during the afternoon.

The times and procedures for registration at St Christopher's are as follows:

**Middle and Upper School**

- Morning registration is conducted by Form Tutors at 8.25am in form rooms.
- Afternoon registration is conducted by Form Tutors at the end of the school day or, on Wednesdays (Match days) at 2pm at school and by games teachers with their separate groups.

**Pre-Prep**

- Morning registration is at 8.30am in form rooms.
- Afternoon registration is after lunch or when the children return from Games

**Procedure**

- Registration must be completed in PASS/3SYS by 8.35am and at the end of the day (see above)
- The School Office will compile a daily list of absentees and late pupils. This will be posted on the Staff Room noticeboard by 10.30am
- Pupils arriving late to school (after 8.35am) should report to the School Office to sign in.
- During morning registration, Form Tutors must see that all pupils are ready for the day ahead and that they are correctly dressed in school uniform

**Recommended Attendance Register Symbols**

There are four registration categories:

- 1 Present – denoted by a forward oblique for am and a reverse oblique for pm (/ or \)
- 2 Approved educational activity
- 3 Authorised absence
- 4 Unauthorised absence

**Approved Educational Activity – denoted by the letter only with no ‘O’**

- Approved sporting activity P
- School trips and field trips V

**Authorised absence – ‘O’ with appropriate letter inserted**

- Special circumstances not covered elsewhere C
- Exclusion – fixed term and permanent awaiting confirmation E
- Family holidays in term time H
- Illness/medical (absent for whole session) M
- Day of religious observance R

**Unauthorised absence – ‘O’ with no letter inserted (except for lateness)**

- No satisfactory explanation received ‘O’ with no code

**Lateness**

- Late for an acceptable reason O overmarked with /
- Late without acceptable reason O’ with L inserted  
(unauthorised absence)

**General Notes**

- Leave of Absence forms should be submitted by parents for approval by the Headmaster
- If pupils are present during registration but are going out of school at any time afterwards, they are still marked as present. Lists of pupils on trips or matches, and arrangements for games days, should always be posted on the Staff Room noticeboard
- When a pupil is not in school, and we have received no letter or phone call by 10.00am, a school secretary will contact the parents by phone
- Weekly totals for absences, both authorized and unauthorized. are sent to the Department for Children, Schools and Families in June
- School holidays are clearly marked

**Registration *details* for Form Tutors**

- Registration is completed on line in the PASS/3SYS system
- The daily absence list is compiled by a secretary and a copy is posted on the Staff Room noticeboard by 10.30am. A revised afternoon list will be added if required
- Late pupils (those arriving after morning registration) sign in at the School Office upon arrival and are then entered in registers
- Calls home to check on absentees are made by the School Office
- Fire – all forms to assemble on the front playground. Registers will be handed to the teacher in charge of the form at the time of the fire bell, who should register their form and report any missing children immediately to the Headmaster

**Registration *details* for the School Office:**

1. Ensure that all registers are completed each day and chase up any that are not
2. Enter late children in registers on arrival in accordance with the recommended codes
3. Compile an absence list and post a copy on the Staff noticeboard by 10.30am each morning; replace this with a revised afternoon list when required
4. Take all registers to the front playground in the event of a fire alarm sounding, including the Visitor's Log. Forms will assemble on the front playground; distribute registers to teachers to check for absentees.

Last reviewed            October 2016

Next review             October 2018