

f



Radnor House
— TWICKENHAM —

School Registration and Attendance Policy
Radnor House Prep School

Published: September 2024

Reviewed:

Next review date: August 2025

School Registration and Attendance Policy

Applies to:

- The whole school and all activities provided by the school, including those outside of the normal school hours.
- All staff (teaching and support), the Governors and volunteers working in the school.
- In our school, the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers and the Proprietor.

Availability

This policy is made available to parents, staff and pupils in the following ways: via the school website, within the Parent Policies Folder on the Parent Portal, and on request from the school office.

Monitoring and Review:

This policy is subject to continuous monitoring, refinement and audit by the Head. The Head undertakes a formal annual review of this policy.

Signed:

Stephanie Piper

1st September 2024

Radnor House Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential. In our school, the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of pupils on placement, contractors, agency staff, volunteers and the proprietor.

School Registration and Attendance Policy

Introduction

For a pupil 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 among pupils. A child going missing from school is a potential indicator of abuse or neglect or may indicate that a pupil is at risk of significant harm. Consequently, attendance and registration arrangements are hugely important and must be regarded as such by pupils, parents, and staff.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work in partnership with pupils and parents collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in school, the trust or governing body, the local authority, and other local partners.

Aims

This policy aims to provide a clear, consistent, and cohesive framework which conforms with statutory requirements and that promotes high levels of attendance and punctuality of pupils at the school, as well as outlining clear procedures for identifying and addressing situations where pupils fail to attend regularly or punctually, or go missing, so that:

- Staff, parents, and pupils are aware of, understand and can readily comply with statutory regulations and School rules governing attendance;
- Absences and instances of lateness are identified and recorded systematically and accurately and followed up quickly and appropriately in ways that promote high levels of attendance and punctuality.

Statutory Framework

The legal framework governing school attendance is summarised in the statutory guidance [Working together to improve school attendance \(updated August 2024\)](#), published by the Department for Education (DfE). The school also complies with guidance published by the Independent Schools' Inspectorate (ISI) and advice published at <https://kr.afcinfo.org.uk/pages/community-information/information-and->

[advice/education-and-education-services/school-attendance](#) regarding school attendance.

Responsibilities of parents

Parents with a child of compulsory school age have a legal duty to make sure that their child receives efficient full-time education suitable to their age, aptitude, and ability (and to any special education needs they may have). Compulsory school age extends from the term after a child's fifth birthday up to the last Friday in the month of June in the academic year of their eighteenth birthday. This means that children must attend every day that 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.

Parents are responsible for informing the school on any occasion when their child is unable to attend school due to illness, providing the reason for non-attendance. This should be done by emailing or telephoning the School Office as far as possible in advance and, by the very latest, early in the morning of the day of the absence.

Parents wishing to take their child out of School for other reasons must seek authorisation for the absence from the Head by completing an absence request form, available from the School Office or on the school website. Parents are requested to make any family holiday arrangements during the school holidays as it is to a child's disadvantage to miss any time off school. Permission would normally be granted for medical appointments, examinations, visits to future secondary schools and family emergencies. Other absence is only authorised under exceptional circumstances. The Head will either authorise the requested absence or inform the parent that their request will be recorded as "Holiday absence – not approved" or "Unauthorised absence" depending on the reason for the absence.

Responsibilities of pupils

Pupils have a responsibility to attend school when they are fit and well and to arrive at School in time for registration (morning and afternoon) each day during term time.

Responsibilities of the School

The school has a legal responsibility for taking and maintaining an accurate School Register of all pupils twice each day throughout term time: once at the beginning of the morning session and once at the start of the second (afternoon) session. Every entry in the Attendance Register must be preserved for a period of six years after the date on which the entry was made. The Attendance Register is recorded on iSAMS which maintains its own backup procedures for school data.

Unexplained and/or Persistent Absence

We expect all our pupils to have an attendance of at least 95%. Any concerns that a Form tutor may have regarding a pupil's attendance should be raised with the appropriate Deputy head in the first instance.

Each half term, the Senior Leadership Team will scrutinise the pupil attendance data from iSAMS. Where a pupil's attendance falls below 95%, the Head will consider the factors relating to the child's absence, including where a child has been known to have been unwell, as well as other mitigating factors (such as family bereavement). Any concerns will be noted for consideration and for further monitoring.

If a child's attendance falls below 90% and there are no known mitigating circumstances, the Head will contact the parents and invite them in to discuss this. If there continue to be concerns about attendance over the next six weeks, the Head will invite the parents in for a formal meeting.

If a child's attendance falls below 85% and there are no exceptional circumstances, the Head will inform the parents that a referral to the KRSCP team at LBRuT will need to be made. (Please refer to Appendix 1 for details of the LBRuT absence policy).

Unauthorised Absence

The school will inform the Local Authority if, for any pupil, unauthorised absences exceed 10 days during an academic year. The school will inform the Local Authority if a pupil misses, or is expected to miss, 15 days due to sickness.

Other Notification to the Local Authority

The school will also inform the relevant Local Authority and/or Children's Social Care, as appropriate, immediately if:

- A single absence raises child protection concerns (see the Missing Child Policy and the Safeguarding and Child Protection Policy);
- A pupil of compulsory school age is to be deleted from the school register when the next school is not known. In this last case, the school is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the Local Authority in which the pupil lives and in any event before the pupil's name is deleted from the register.

Registration Procedure

- Class teachers have primary responsibility for registering the children in their class in the morning and afternoon. It cannot be overstated how important it is for registers to be completed accurately and promptly.
- All pupils are registered electronically on iSAMS. The morning registration can

commence at 8.30 am and pupils should be registered by 8.45am.

- The afternoon registration session takes place immediately after the children have returned to class from their lunch break and the register should be conducted by the Form teacher or the Specialist Teacher who is taking the lesson after lunch.
- Class Teachers must register children as Present or Absent. Only children who are in the classroom at the time of registration should be marked as present, even if the teacher has already seen the pupil in school earlier in the morning.
- If a pupil is absent, the class teacher must identify the code to be entered in the School Register on iSAMS. For Radnor House these are as follows:

Blue – Nature of Absence needs to be recorded

Red – New or replacement codes

Codes	Pupil Attendance Codes
/	Morning session – present at the school when attendance register begins to be taken
\	Afternoon session – present at the school when attendance register begins to be taken
B	Attending a place for any other approved educational activity <i>(Where schools use code B, they must also record the nature of the educational activity in the Nature of Absence area)</i>
C	Absent with leave for other circumstances
C1	Absent with leave for the purpose of participating in a regulated performance
C2	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend
D	Attending another school at which they are a registered pupil
E	Excluded from the school
G	Absent without leave for the purpose of a holiday
I	Unable to attend because of sickness
J1	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA (under section 19(1) of the Education Act 1996 or section 42 of the Childrens and Families Act 2014) <i>(Where schools use code K, they must also record the nature of the educational activity in the Nature of Absence area)</i>
L	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended
M	Absent with leave for the purpose of attending a medical or dental appointment
N	Absent - circumstances not yet established
O	Absent - other circumstances
P	Attending a place for an approved educational activity that is a sporting activity
Q	Unable to attend because of lack of access arrangements by LA to facilitate their attendance
R	Day exclusively set apart for religious observance by the religious body to which the parent belongs
S	Absent with leave for the purpose of studying for a public examination
T	Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent
U	Absent for registration - arrived in school after registration closed
V	Attending a place for an approved educational activity that is a visit or trip
W	Attending a place for an approved education activity that is work experience
X	Absent with leave, not of compulsory school age and timetable does not require them to attend
Y1	Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available
Y2	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency
Y3	Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use
Y4	Whole school closed when school was due to meet for a session, but session has been cancelled
Y5	Unable to attend because pupil is subject to a sentence of detention
Y6	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease
Y7	Unable to attend because of any other unavoidable cause <i>(Where schools use code Y7, they must also record the nature of the unavoidable cause in the Nature of Absence area)</i>
Z	Pupil's name entered in advance of start date
#	Planned whole school closure – no session to take place

When an absence request form has been received in advance and the absence agreed by the Head / School Office, this will also be recorded on iSAMS and should appear automatically for the registration period in question. Please be aware that sometimes parental circumstances change at short notice, so, if a pupil was expected to be absent but is in class, they should be marked as present on the register.

If a child is in school but not in class for the morning registration (including out of school trips and clubs), then it is the responsibility of the teacher / club leader to notify the office that the child is in school. This can be done by email to the School Office or in person.

Procedure for following up absence

The School Office staff will follow up any absences promptly to ensure that all pupils are accounted for.

If a child arrives late (after 08:45, which is 15 minutes after the published arrival time) the parent will need to come to the main door and must sign their child in with the School Office who will be able to update the register.

Once the registration has closed, the list of absences will be checked on iSAMS by the School Office.

Any parents of pupils who have been marked with the letter N (No reason yet provided) will be contacted by telephone from 9.15 am by the School Office. Therefore, it is essential that the registers are accurately completed to avoid causing unnecessary confusion or panic with the child's parent.

If there is no response from any of the contact details for the parent (phone numbers and emails), then the missing child procedure will be put into action; this will also be the case if a pupil is missing from afternoon registration but was present during the morning registration.

Procedures for following up persistent lateness

If a pupil accrues ten lates during a term, the class teacher will contact parents to express concerns about his/her punctuality. If he/she is late on a further five occasions, the Head will invite the parents to meet with them in school to discuss the lateness issue. For serious and/or repeated concerns regarding lateness, the Head will ask the parents to come into school for a meeting to discuss how to support the family and the child concerned.

Written by: Stephanie Piper, Head

Updated: September 2024

Next review: September 2025

4.6 preparation is for entry to Radnor Senior school and not for formal 11+ examinations. Pupils seeking places at Kneller Hall (currently Radnor House Twickenham senior school), Hampton Court House or any other Dukes school are given priority entry and are not required to sit the school's 11+ assessment. Where parents would like pupils to sit other 11+ examinations this should be discussed with the Head however the school does not place a focus on 11+ examination preparation.

5) Registration

5.1 Registrations are accepted and encouraged from birth.

5.2 To register, parents must complete the registration form on our website and pay the non-refundable fee of £150 for Nursery and £180.00 for Reception to Year 6. To register your child, please visit: www.prep.radnortwickenham.org/apply-for-a-place. Registration is treated as effective only once the school has received both the registration form and the registration fee.

5.3 Parents do not need to have visited the school before registering their child but are required to have visited the school before their child is offered a place (although in exceptional circumstances the Head may waive this requirement). Registration is treated as effective only once the school has received both the registration form and the registration fee.

6) Offers

6.1 Priority is given to siblings of current pupils.

- Second priority is given to siblings of children who have already accepted a place to start at the school (in order of date of registration) and children joining from within the Dukes family.
- Places in are dealt with on an individual basis and subject to assessment (see paragraph 7 above).
- Once a child is registered for an occasional place, we will request their latest school report and any assessment data available from their parents. Prior to offering a place, we will contact their previous school for reports or references. Once these are received, the child will be invited to visit the school and, where appropriate, sit the entrance assessments.
- Offers are made on the receipt of the relevant references and reports, and subject to the 'Get to know you' session (see paragraph 4.4). A place will only be offered if the School feels that he or she can meet a reasonable level of attainment for the year group and will be able to benefit from the education offered.

7) Sibling Priority

7.1 To be given sibling priority, the younger child must be registered at the same time as the older sibling whose attendance at the school would qualify the younger sibling for sibling priority or within 3 months of birth, whichever is later.

7.2 Registration of a sibling is accepted whenever received within reason but if registration is made after all places for a year have already been offered, the sibling will only be offered the next available place (if any): offers already made to other registrants will not be withdrawn.

7.3 Where any older child in a family has left the school, then that child's siblings yet to join the school will no longer enjoy priority status on the registration lists.

Thus, the school's offers are issued as illustrated by the following table:

Entry Point	1 st offers	2 nd offers	3 rd offers	4 th offers
Nursery 3+	Sibling of current pupil (in order of date of registration)	Sibling of child who has already accepted a place to start at the school (in order of date of registration) and children from within the Dukes family	Date of registration	
Reception 4+	Children in the School's Nursery class (automatic entry)	Sibling of current pupil (in order of date of registration) and children from within the Dukes family	Sibling of child who has already accepted a place to start at the school (in order of date of registration)	Date of registration
Other years	Siblings in order of registration and subject to 'Get to know you' session	Date of registration and subject to 'Get to know you' session		

7.6 Offers embody the school's standard terms for its contract with parents. These include the requirement for a term's notice of the intended removal of a pupil.

7.7 Admission to the school is always at the discretion of the Head. In all cases, the Head's decision is final with no appeal considered.

7.8 Priority may also be given to Looked After Children, consistent with the Education (Admission of Looked After Children) (England) Regulations 2006, subject to the School's admissions criteria in accordance with the School's Looked After Children Policy.

8) Disabilities

8.1 Before any place is offered, parents are required to inform the school if their child has special needs of any kind. This includes children with a statement of special educational needs or an Education, Health and Care (EHC) plan from the local authority. This allows the consideration by the school of whatever reasonable adjustments may be appropriate so that children with any special need can be accommodated.

8.2 The School will only consider admitting a pupil if we are confident that their special educational needs can be met with any reasonable adjustments that the school can provide, and that they have the ability and aptitude to thrive in an academic environment.

8.3 Our facilities for children with disabilities are limited. However, the school will do all it can to ensure reasonable adjustments are made in order that pupils with disabilities have full access to the curriculum, procedures, and policies.

8.4 Parents are invited to discuss their individual requirements with the SENDCo during the admissions process to ascertain if the school can meet the individual needs of their child.

8.5 Disclosures (with supporting documents) must be submitted to the school within the Application Form at the time of registration. The written evidence must be dated no earlier than two years prior to the application date. The school may also seek confirmation from the current school of the provision and practices in place to support the pupil's normal way of working.

8.6 For full details regarding the school's policy and procedures for pupils with SEND, please see the SEND Policy, which is available on the school website.

8.7 Parents of children for whom English is not their primary language (EAL) should also notify the school prior to entry so suitable provision may be made.

9) Accepting a place

9.1 To accept an offer of a place in any year group, parents must complete the online acceptance form, which will be sent alongside the offer letter, alongside a copy of the child's passport as soon as possible, or by the deadline stated within the offer.

9.2 The acceptance form must be accompanied by payment of a £3000 deposit at the time of acceptance via the online payment system. Acceptance will only be considered confirmed once both the form and deposit have been received.

9.3 This deposit, less any outstanding items such as the cost of trips or fees for individual music lessons, is returned when the child leaves the school, subject to the school having received payment of all sums due to it.

9.4 One term's fees (at the new academic year fee cost) will be payable in advance on or before the first day of the summer term, preceding the child's entry into the school in September.

9.5 Parents who accept an offer of a place after the start of the summer term prior to their child starting at the school in September, or accept a place for entry mid-year, are required, on accepting the offer, to pay the first term's fees alongside the deposit. This is applicable to children joining the school in any year group.

10) Withdrawal

10.1 The deposit will not be refunded should your child not take up their place at the school after the offer has been accepted.

10.2 The cancellation of a place that has been accepted can cause long term loss to the School, especially if it occurs after other families have made their decisions about schooling for their

children. If the Parents cancel their acceptance of a place or the Pupil does not join the School after a place has been accepted, any fees paid in advance of entry will be retained by the School.

10.3 If a place is cancelled before entry to the school with less than one term's notice, parents will be liable for the cost of the first term's fees.

11) Waiting list

11.1 Once all the places for the following September are filled, children will be kept on the waiting list for the relevant year group and places will be offered to those children if they become available at any other point.

11.2 To retain our co-educational commitment, we try to replace a boy with a boy and girl with a girl aiming to achieve an even spread of boys and girls in a class.

12) Increases in fees

12.1 Fees are increased with effect from the start of each new academic year and the fees at the increased rates are generally announced to parents and published on the school's website in the second half of the previous term.

13) Right to reside

13.1 The school is required to check your child's right to reside in the UK. Along with your signed acceptance form, please provide the school with a copy of your child's passport.

13.2 If your child has a UK passport, a copy of this will be sufficient.

13.3 If your child does not have a UK passport, please provide a copy of your child's passport, and provide either evidence of your child's settled/pre-settled status (for EU nationals living in the UK before 1 January 2021) or evidence of your child's right to reside in the UK (visa/BRP for all other nationalities).

13.4 If your child holds a visa/BRP (Biometric Residence Permit) please provide the school with a copy of the passport, visa, entry vignette or current valid BRP (both sides of the card) for both the dependent child and parents.

14) Status of policy

14.1 This policy is intended to provide general guidance for the parents of prospective pupils. It should not be regarded as having legal effect and if there is any conflict with the contract referred to the contract prevails. This policy is published in compliance with the requirements of paragraph 32(3)(a) of the Schedule to the Education (Independent School Standards) Regulations 2014 and was first approved by the Head on 1st September 2022 and reviewed annually thereafter.