



Radnor House  
— TWICKENHAM —

Registration and Attendance Policy  
Radnor House Prep School

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Published: September 2024

Reviewed: July 2025

Next review date: August 2026

## Registration and Attendance Policy

### Applies to:

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- 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:

Sasha Davies

25<sup>th</sup> August 2025

### 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.

## **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 on the [Hammersmith and Fulham Education Services website](#) 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 absences are 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:

*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 students on placement, contractors, agency staff, volunteers and proprietor.*

*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 in through the main entrance and must sign their child in with the School Office who will be able to update the register.

Once the registration has closed, a list of absences will be printed off from 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 five 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 of Lower or Upper School 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.

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