

Merchant Taylors' School

PUPIL ATTENDANCE & REGISTRATION

Policy Custodian: Senior Master

Approving Body: MTS Senior Leadership Team

Approved: September 2024

Merchant Taylors' School is required to follow the Government Department for Education (DfE) guidance on pupil registration. The most recent guidance entitled [Working together to improve school attendance](#) which came into effect from 19th August 2024. Merchant Taylors' understands the link between regular School attendance and the ability of its pupils to make academic progress in their time at the School.

Morning Registration:

Registration is a very important process for teachers and this should be the first task attended to in the presence of the boys in the morning and at the start of the first lesson in the afternoon. The potential reputational damage to the School caused by a pupil who is unaccounted for cannot be underestimated.

On days when boys begin their day at 8.35am with tutors, form teachers, House or Year Group Assembly, teachers are expected to verify the presence of the boys in their rooms or venue by

allowed to go home to study but must 'sign out' with Ms Newcombe when they leave the School site.

On Wednesday afternoon teachers in charge of games are expected to take absence at the start of each session and follow up any absentees not accounted for on the Absence list or 'off games' list. Staff who have been assigned to off-Games supervision will assist in collecting registration documents so that this data can be entered centrally at the earliest opportunity.

Registration must be confirmed in SOCS for Wednesday Games as this registration is needed for statutory purposes. This can be achieved using a variety of methods:

- 1.

DfE requires that leave of absence should not be granted for a pupil to take part in protest activity during school hours.

Sixth Form Attendance: Period 5 and Home Study Leave

If a Sixth pupil does not have a lesson during period 5, and is not required for any other school commitment during that time or after school, then they are permitted to leave the school site to go home and study. Boys must sign out via the Registration Secretary and must have left the site by 2.40pm.

Any Sixth pupil remaining in school must “sign in” with Reception in the school office by 2.40pm. They must then remain in school until at least 3.40pm.

The privilege of home study leave can be withdrawn at any time, in which case Sixth Form pupils will be assigned to supervised private study periods for their afternoon lessons.

All pupils are expected to make themselves available to staff as needed in any afternoon when they do not have a lesson. Boys should not, for instance, schedule out-of-school commitments during this time.

Planned Absence (inc. Open Days):

Prior permission from the Senior Master is required for all planned absences from School. Upper School boys are allowed to miss up to two days of school (including match days) per academic year to attend scheduled university Open Days. A written request to the Senior Master as soon as possible but, at least three days before the planned absence in question.

Leaving the school site:

No L6 pupil is allowed to leave the school site without express permission of a member of staff. If this is granted, then they should follow the procedure outlined below.

U6 may only leave the school site during lunchtime. If they are planning to return to school (i.e. for a lesson, or other school commitment), they should ‘sign out’ in Reception, and then ‘sign in’ when they return.

collaborative working across partners, all schools are also legally required to share information from their registers with the local authority. As a minimum this includes:

- New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
- Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).
- Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age (this includes pupils up to the end of National Curriculum year 11) who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year. This is to help the school and local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs, in line with the statutory guidance on education for children with health needs who cannot attend school.

Local authorities may seek more frequent or comprehensive sharing of data than the statutory minimum where it is essential to fulfilling their obligations under the relevant Education Acts.

-US

The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded. If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code. This code is classified for statistical purposes as attending an approved

Code I: Illness (not medical or dental appointment)

The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.

Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question. In the majority of cases a parent's notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.

Where medical evidence is deemed necessary, school should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. This code is classified for statistical purposes as authorised absence.

Code E: Suspended or permanently excluded and no alternative provision made.

The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education. This code is classified for statistical purposes as authorised absence.

Code Y1: Unable to attend due to transport normally provided not being available

absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session. Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O. This code is classified for statistical purposes as unauthorised absence.

Code O: Absent in other or unknown circumstances Where no reason for absence is established or the school is not satisfied that the reason