Hazelwood School

REGISTRATION AND ATTENDANCE POLICY

Responsible for Policy	
Author	**Deputy Head (Early Years and Wellbeing)** **Deputy Head (Prep)**
Approval	**SMT**
Review Dates	
Policy Date	**Spring Term 2026**
Next Review Date	**Spring Term 2028**
This policy applies to Hazelwood School and Hazelwood School Nursery (including EYFS)	

Scope
This policy applies to Hazelwood School and Hazelwood School Nursery (including EYFS). It sets out a single, end-to-end process for registration, attendance and escalation from Nursery-aged children through to Year 8.

Rationale
All children, regardless of their circumstances, are entitled to a full-time education suitable to their age and stage, taking account of any special educational needs they may have. Regular and punctual attendance enables children to develop their abilities, build their potential and remain safeguarded from the risks associated with missing education.

Aims
Hazelwood School follows guidance from the Department for Education with regards to maintaining high levels of attendance. Children need to attend school regularly to benefit from their education as missing out on lessons leaves them vulnerable to falling behind.

- Foster a climate where regular attendance and punctuality are valued by the whole school and nursery community.
- Actively maintain good attendance and punctuality and intervene early to address patterns of absence.
- Ensure procedures are in place to deal with poor attendance and any safeguarding risks.
- Provide support and guidance for parents and pupils in ensuring good attendance and punctuality.
- Develop a systematic approach for gathering and analysing attendance data and acting upon findings.

Systems Used for Registration

Nursery

Daily arrival and departure registers are recorded in the FAMLY system by nursery staff.

Keyworkers monitor patterns of attendance for their key children and raise concerns with Nursery management.

Reception to Year 8

Online registers are completed each morning and afternoon by the class teacher or form tutor in PASS/3sys (with MSP used for daily absence checks).

In the event of a system failure, manual paper registers are completed and provided to the School Office immediately.

Registration Times

Nursery Daily Registration and Absence Reporting
- Parents/carers report any Nursery absence by 9:00am on the day of absence via the FAMLY app, stating the reason (e.g. child unwell with temperature, family holiday).
- For illness, parents should update FAMLY daily until the child returns.
- Children who are unwell should not attend nursery. NHS/Public Health guidance on exclusion periods must be followed (e.g. 48 hours after last episode of vomiting/diarrhea) alongside Hazelwood School Nursery's EYFS Medication Policy.
- Management may request medical confirmation before returning following serious/contagious illness.

Reception to Year 2
- Morning registration opens at 8.00am and closes at 9.00am.
- Afternoon registration is from 1.15pm to 1.30pm.

Years 3 to Year 8
- Morning registration opens at 8.00am and closes at 8.30am.
- Afternoon registration is from 2.00pm to 2.15pm.

Procedures for Taking the Register (Reception–Year 8)

The register is taken in a quiet and ordered manner. When appropriate, each name is called and only those present who respond or those who have temporarily left the room are marked present.

If pupils are not present at the time that registration closes, the teacher leaves the register entry blank and does not mark registration as completed on PASS/3Sys. The School Office will mark the register as complete once the reason for absence is confirmed..

Pupils arriving late should go to the School Office to be marked in.

Games Day and Extra-curricular Registration (Years 3–8)

On match days, the Sports Department takes registration and confirms it to the School Office as soon as possible (electronically or using team sheets).

For away fixtures, confirmation of registration must be provided to the School Office before departure.

Children 'Off Games' register with the School Office and go to their allocated area/supervisor. Early Morning Swimming registers are completed electronically (Google Drive) by the Head of

Swimming or session lead.

Appendix 1 shows all attendance codes relating to all school years

Roles and Responsibilities

Nursery Management and Keyworkers
- Monitor individual attendance via FAMLY and escalate patterns of absence or lateness to management.
- Contact parents where absence is not reported by 10:00am; escalate any safeguarding concerns according to Nursery and whole-school Safeguarding Policy.

Form Tutors/Class Teachers
- Remind pupils of procedures including lateness and registering after extra lessons (e.g., study support/music/LAMDA).
- If the Form Tutor does not arrive to take registration, a pupil must inform the nearest member of staff or the School Office.
- Keep registration guidance accessible for any colleague covering.

School Office
- Mark late comers with the appropriate code and maintain daily absence/Off Games records.
- Check MSP and monitor the following form submissions:
  o Sickness Absence Form
  o General Leave/Holiday Request Form
  o Off Games Form
  o Amendments and Ad Hoc Booking Requests
- Check emails and note any telephone messages reporting absence.
- Forward term-time holiday requests to the Head's PA/Head for consideration.
- Call parents of any pupils unaccounted for im the registers and once the reason for absence is established, enter the correct code and reason.
- Produce and circulate the daily Absentee/Off Games sheet; maintain a copy for fire purposes.
- Ensure daily backup of electronic registers to the server.

Attendance Welfare and Escalation (All Phases)

- The School Office/Form Tutor informs the Deputy Heads (Attendance Champions) or the Head of persistent lateness or absence; appropriate action is agreed.
- After 5 consecutive days' illness, the School Office requests an email confirming the illness and whether a doctor has been consulted.
- Ten or more days of unauthorised absence are notified to Surrey Local Authority. The LA is also notified when a child fails to attend regularly or on deletion from the register with no known destination.
- Performing licences (Surrey County Council) must be obtained and recorded where applicable; absence can only be approved in accordance with such a licence.
- Children missing education is a safeguarding issue under KCSIE. Hazelwood may copy in the local authority where the child is normally resident when there is overlap with CME concerns.

Safeguarding and Non-notification Procedures

Nursery: if a child is absent without explanation by 10:00am and no message has been received on FAMLY, contact parents/carers directly. If no contact is made after reasonable attempts and there are safeguarding concerns, escalate per the Safeguarding Policy.

Reception–Year 8: pupils marked 'N' trigger same-day contact by the School Office to establish the reason; unresolved cases remain unauthorised and are escalated as appropriate

Planned Absence and Holidays

Nursery: parents communicate planned absences (e.g., holidays, medical appointments) in advance via FAMLY.

Reception–Year 8: parents submit requests via MSP on the General Leader/Holiday Request Form. term-time holiday requests are considered by the Head.

Emergency Contact Information

A minimum of two emergency contacts is required for each child. Additional contacts are strongly encouraged to ensure prompt communication in urgent situations.

At-a-glance Attendance Process by Stage

Process Area	Nursery (EYFS)	Reception–Year 2	Years 3–8
Registration system	Recorded on FAMLY at drop-off and pick-up.	PASS/3sys registers am/pm. Trip registers taken by Trip Leader and team	PASS/3sys registers am/pm; Games registers taken by Sports Dept. Trip registers taken by Trip Leader and team
Parent reporting of absence	Via FAMLY by 9:00am with reason provided; update daily if ill.	Same day MSP /phone/email; reason recorded by School Office.	Same day MSP/phone/email; reason recorded by School Office.
If not reported	Nursery contacts parents from 10:00am; escalate per safeguarding if no contact.	School Office contacts parents same day; unresolved remains unauthorised and escalated.	School Office contacts parents same day; unresolved remains unauthorised and escalated.
Illness guidance	Follow NHS/Public Health exclusion periods; EYFS Medication Policy applies.	Illness coded 'I'; medical evidence may be requested for prolonged absence.	Illness coded 'I'; medical evidence may be requested for prolonged absence.
Planned absence	Notify ahead in FAMLY (e.g., holidays/appointments).	Submit Absence Request; Head considers term-time holidays.	Submit Absence Request; Head considers term-time holidays.
Late arrival	Marked in FAMLY by	Pupil reports to	Pupil reports to

	staff; reason recorded.	School Office; 'L' or 'U' as appropriate.	School Office; 'L' or 'U' as appropriate.
Data monitoring	Keyworker and Nursery management monitor patterns.	Form Tutor & School Office monitor; Attendance Champions alerted <90%.	Form Tutor & School Office monitor; Attendance Champions alerted <90%.

Appendix 1 - Attendance Codes (All School Years)

Code	Meaning
/ \	Present at the school (/ = morning session, \ = afternoon session)
#	Planned whole school closure
B	Attending any other approved educational activity
C	Leave of absence for exceptional circumstance
C1	Leave of absence for regulated performance/employment abroad
C2	Leave of absence for a compulsory school age pupil on a part-time timetable
D	Dual registered at another school
E	Suspended or permanently excluded
G	Holiday not granted by the school
I	Illness (not medical or dental appointment)
J1	Leave of absence to attend an interview
K	Attending education provision arranged by the local authority
L	Late arrival before the register is closed
M	Medical or dental appointment
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend due to lack of access arrangements
R	Religious observance
S	Studying for a public examination
T	Parent travelling for occupational purposes
U	Arrived after registration closed
V	Educational visit or trip
W	Work experience
X	Non-compulsory school age pupil not required to attend (EYFS/Nursery)
Y1	Unable to attend: transport normally provided not available
Y2	Unable to attend: widespread disruption to travel
Y3	Unable to attend: part of the school premises closed
Y4	Unable to attend: whole school site unexpectedly closed
Y5	Unable to attend: in criminal justice detention
Y6	Unable to attend: in accordance with public health guidance/law
Y7	Unable to attend: any other unavoidable cause
Z	Prospective pupil not on admission register