



REGISTRATION AND ATTENDANCE POLICY

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. As a School we:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence.
- Encourage all pupils to be punctual to their lessons.

Roles and procedures

Form Tutors

Online registers are completed each morning and afternoon by the Form Tutor unless pupils are registered at sport or extra-curricular activities such as music rehearsals (in which case a paper register is taken to the School Office immediately after each rehearsal finishes, if not already completed electronically). In the event of a system failure, manual registers can be completed. Copies are available from the School Office.

Morning Registration in Years 3-8 opens at 8.00am and closes at 8.30am. Afternoon registration opens at 2.00pm until 2.15pm.

Morning Registration in Reception & Years 1 and 2 opens at 8.00 and closes at 9.00am. Afternoon registration opens at 1.15pm until 1.30pm for Reception, Years 1 and 2.

PROCEDURES

The Register is taken in a quiet and ordered manner. Each name should be called and only those present who respond to their name or those who have temporarily left the room will be marked in. Children that are attending a music lesson or other lesson should not be marked in. They should be marked with an 'N' and then marked 'Present' on their return. Care is taken to ensure the correct day is used, particularly after a Bank Holiday.

Registration should not be ticked completed on PASS/3sys (the School database), if any pupils are unaccounted for and should be left as N until the School Office has investigated and confirmed any reason for absence.

The registration symbols to be used are:

/ \	PRESENT /=am \=pm
B	EDUCATED OFF SITE
C	OTHER AUTHORISED ABSENCE
D	DUAL REGISTRATION
E	EXCLUDED
F	EXTENDED HOLIDAY (AGREED)
G	FAMILY HOLIDAY (NOT AUTHORISED)
H	FAMILY HOLIDAY (AGREED)
I	ILLNESS
J	INTERVIEW
L	LATE
M	MEDICAL/DENTAL APPOINTMENT
N	NO REASON YET PROVIDED FOR ABSENCE
O	UNAUTHORISED ABSENCE
P	APPROVED SPORTING ACTIVITY
R	RELIGIOUS OBSERVANCE
S	STUDY LEAVE
T	TRAVELLER ABSENCE
U	LATE (AFTER REGISTRATION CLOSED)
V	EDUCATIONAL VISIT
W	WORK EXPERIENCE
X	UNTIMETABLED SESSIONS FOR NON COMPULSORY SCHOOL- ag
Y	ENFORCED CLOSURE
Z	PUPIL NOT ON ROLE

Pupils who are late for registration should go to the School Office to be marked in. If late in Years R, 1 and 2, Form Tutor/TAs are to mark appropriately in the register and inform the School Office.

Form Tutors should check on a daily basis that there are no unauthorised absences and, if uncertain, check with the School Office. Authorised absences are emailed on a Friday to all teaching staff before the following week commences.

GAMES DAY REGISTRATION

On Games (match day) afternoons, registration is to be taken by the Sports Department and confirmed as soon as possible to the School Office where the appropriate marks will be input, if these have not already been entered electronically by Games staff. The School Office must be informed of any missing children and children 'Off Games' should register with the School Office and then go to the allocated area/supervising member of staff.

On the following afternoons, the Sports Department register the following year groups:

- Wednesday (Years 5-8) and Thursday (Years 3-4) afternoons

These are match days and pupils are always registered by the Sports Department either electronically or by using Team Sheets, which are completed by the member of staff allocated to each specific team and returned to the School Office as soon as possible. If there is an Away fixture, confirmation of registration must be advised to the School Office before departure.

Games registers, where applicable, must be updated when a new pupil joins or a pupil departs the School to ensure accurate records. Team sheets must also be kept updated with any changes. Games Registers and Team Sheets are the responsibility of the Director of Sport or Head of Girls' Games.

Early Morning Swimming registers are completed electronically – these are located on Google drive – and it is the responsibility of the Head of Swimming (or person taking the session) to complete the registers.

Form Tutors additional responsibilities

Form Tutors must remind pupils of procedures including lateness and registering after an extra lesson (for example study support / music / LAMDA).

Pupils should also be reminded that if the Form Tutor does not arrive to take Registration a pupil must go to the nearest member of staff or inform the School Office.

Registration guidance should be kept as an aide memoire for others taking registration in Form Tutors absence.

School Office responsibilities

If attendance falls below 90% for any child then the School Office informs the Deputy Head or Head of any excessive absence or patterns of absence. Appropriate action may then be taken by the Deputy Head or the Head. The School Office also;

- Marking in late comers at am/pm registration with the appropriate code.
- Check MSP for absences, illness and off games and makes a note of telephoned absence reasons.
- Check the online Absence Request form and note accordingly.
- Forwards any term-time holiday requests through to the Head's PA/Head for consideration.
- Calls parents of any pupils marked 'N' where no reason for absence has been given. Having established the absence reason the correct code will be entered and absence reason added. If no reason is established the Form Tutor will be contacted and the registration entry should be left as unauthorised absence until confirmed.
- Produce an Absentee/Off Games sheet which should be emailed daily and as early as possible to all teaching staff and displayed Office noticeboards. A copy is kept daily on a clipboard in the School Office to be updated during the day in case of fire. Pupils are marked in on the time of arrival/departure due to appointments and sickness.
- A back-up of all electronic registers is made to the server each day.

Attendance Welfare

The School Office/Form Tutor will inform the Deputy Head or Head if aware of persistent lateness or absence. A decision will then be made, liaising with the Head, how this matter will be communicated to the parents highlighting persistent lateness or illness.

If a pupil is absent for 5 consecutive days the School Office will request an email confirming the illness and whether a doctor has been consulted.

If a pupil has ten or more days of unauthorised absence the School will fulfil its legal responsibility and inform Surrey Local Authority. They will also be notified when a child fails to attend regularly or a deletion of a child from the School register when the next school is not known.

In addition to providing information to the local authority for standard transitions, Hazelwood knows that there is overlap also with KCSIE which recognises children missing education as a safeguarding issue particularly when a child leaves with no known destination. For this reason, Hazelwood may also copy in the local authority where the child is normally resident.

A copy of the appropriate licence from Surrey County Council is to be obtained if a pupil is performing on stage, television, film or commercials. A copy of Guidance from Surrey County Council is available in the School Office. Absence from School can only be approved in accordance with such a licence.

This Policy was ratified by the Head/SMT in Summer 2025