



WESTMINSTER
SCHOOL

PUPIL REGISTRATION AND ATTENDANCE POLICY

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INTRODUCTION

In order to ensure the safeguarding and welfare of pupils, the School has a statutory duty to know the whereabouts of its pupils.

All pupils are themselves required to register twice a day on Monday to Friday, once for the morning session and once for the afternoon session. On Saturday, pupils are required to register for the morning session. Registration is also undertaken by staff in each lesson and at other school activities.

The School expects all pupils to attend School and it seeks to achieve this by building a culture where all can, and want to, be in School and ready to learn.

The School seeks to develop and maintain a culture that promotes the benefits of good attendance, recognising the link between expectations of pupils and outcomes for pupils. As such, the School will work in partnership with parents in order to promote good attendance and address issues where they arise.

The School has robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent: it will monitor and analyse this data regularly to facilitate early intervention to address issues.

GUIDANCE

This Policy has due regard to:

- *School Attendance (Pupil Registration) (England) Regulations* (August 2024)
- *Children Missing Education* (August 2024)
- *Working together to improve school attendance* (August 2024).

ADMISSIONS REGISTER

Obligations

The School will:

- Maintain an admissions register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- Inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points (the only pupils not to be

reported as being deleted from the register are those leaving the School at the end of the Remove (Yr13)).

The admissions register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic copy; this is maintained for six years after the end of the academic year to which the register relates.

The Registrar is responsible for the Admissions Register.

Content

The admissions register contains specific personal details of every pupil in the School, including:

- Full name
- Name the pupil uses at school
- Sex
- Address
- Full name and address of each of the pupil's parents
- Which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency.
- An emergency contact number for more than one person for each pupil
- Day, month and year of birth
- Day, month and year of the pupil's starting day at the school
- Name and address of the last school the pupil attended, if any.

Deletion

Where the School notifies the local authority that a pupil's name is to be deleted from the admission register, the School will provide it with the following information:

- Full name of the pupil
- Address of the pupil
- Full name and address of any parent the pupil normally lives with
- At least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency
- Pupil's future address
- Full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- Name of the pupil's other or future school and pupil's start date or expected start date there, if applicable
- Ground under which the pupil's name is to be deleted from the admission register.

The date of off-rolling will be the date on which the pupil commences at their next school or, in the case of those pupils moving to Elective Home Education the date of off-rolling will, in the absence of an official start of term for a EHE pupil, be the first day of the School's term after which the pupil has left the School.

ATTENDANCE REGISTER

Obligations

The Under Master is responsible for pupil Attendance.

Housemasters are responsible for the day-to-day monitoring of patterns of attendance.

Administrative support is provided by the EA to the Under Master who is also the Attendance and Safeguarding Officer and they are responsible for coordinating the Absence Team.

LiveRegister registration system

For all morning sessions, pupils register using the LiveRegister system in which either a reader (LiveRegister readers) identifies each pupil's enrolled finger pattern and confirms successful registration on a display or a pupil registers in person with the duty member of the house tutor team. Pupils who are unable or unwilling to use the LiveRegister readers must register with the duty member of the house tutor team.

For afternoon sessions, pupils may self-register using the LiveRegister readers located in Houses and in the building lobbies. Pupils will also be marked as present if they register in person with their Housemaster or Tutor, or if they are marked present by a teacher in any lesson or, on Tuesday and Thursday afternoons, at Station.

Use of the LiveRegister system requires explicit parental permission. Parents receive a letter when a pupil enters the School explaining the features of the system and the reasons why the School chooses to use it for registration and for Library administration. Parental permission is then sought and remains in force until the pupil leaves, unless such permission is previously withdrawn.

See Appendix A for the coding used on the LiveRegister system.

Morning registration

A pupil must go to their own House to register and to register in person with a member of the House staff. Pupils are required to register between 07h30 and 08h40 (08h50 on Saturdays) each day; Remove pupils without a timetabled activity may come to School later, registering by 09h30. Pupils registering after 08h47 (08h57 on Saturdays) will automatically be recorded as late. This long registration period caters for pupils who are engaged in early morning activities such as music practice or retests.

Every lesson, the on-line registration checklist on the Intranet is viewed and amended if necessary by the teachers of those lessons. Teachers receive a reminder through the intranet to make this return when they first log on. The expectation is that teachers should complete this checklist within the first 10 minutes of the lesson, and update it if pupils arrive after this time.

Teachers covering a lesson are also able to access these online registers: instructions are given in the cover email. This online return generates a composite list, which allows the Absence team to update LiveRegister. The Absence Team then follows up any pupils who are unaccounted for by telephoning the parents of such pupils from 10h00. In each case, the LiveRegister system is corrected as needed to give the true absentee list.

The Under Master maintains a list of pupils flagged as being of particular concern. Should any of these still be marked absent at 10h00, the Absence team are authorised to interrupt Housemasters (or if they are uncontactable, the Under Master) to inform them of the absence. Immediate attempts to check on the pupil's whereabouts or make contact with the parents are then expected.

Housemasters are informed of any pupils who are unaccounted for and must ensure that their registers are correct by the end of morning break or as soon after as is practicable.

If any of the staff involved in the Registration process are themselves absent, a substitute will be used.

Afternoon registration

All pupils must be re-registered prior to afternoon lessons or other commitments by using the readers located in Houses and in the building lobbies.

On Tuesdays and Thursdays, Station staff record attendance at Station activities. Those pupils absent from Station on Tuesdays and Thursdays are reported via the intranet by Station masters to housemasters for investigation. There is no additional check on unauthorised absence during the afternoon session, but housemasters make enquiries and amend the database before the start of School the following day or as soon as is practicable thereafter.

Evening check-ins for boarders

Boarding house tutors ensure every pupil is accounted for: in prep, up House or up Library, in an MMC practice room or at the Sports Hall; on occasion a pupil may be out with family or on a trip or Expedition. Pupils must always sign out if they are not going to be up House for the evening check. The protocol for missing boarders appears in Appendix B of this policy.

Maintenance of records

All Code Ns must be resolved by Housemasters within 5 working days after the session in accordance with DfE guidelines, and the appropriate symbol placed in the register (see below). If the reason for absence cannot be established after 5 working days, the pupil's record will be amended to Code O.

When a pupil has failed to register properly but has appeared in School on time, the Housemaster may record this initially as a U code in order to monitor poor registration. These codes should be amended to /, \ or L once appropriate checks have been made.

The database produced by the LiveRegister software is backed up electronically each evening to a secondary server room for disaster recovery purposes, and a monthly database archive is also maintained. The database records the full history of the registration process for each pupil each day and indicates where and by whom corrections to the original entry have been made. The records are kept for six years after the end of the year to which they relate.

Late registration

Morning session

Pupils who arrive after normal morning registration closes at 08h50 / 09h30 may register their arrival in person up House or at any of the readers using the LiveRegister system.

Those who arrive before the start of period 2 are registered as late; those registering later than this are registered as absent although for safety purposes the system will record that they have arrived in School at any time up to 10 minutes before the end of the morning session.

On a day when there is no Latin Prayers, Abbey, House or Tutorial Meetings, members of the Remove who have a first period Private Study are permitted to register at any time until 09h30 without being regarded as late; housemasters may subsequently amend the pupil's record from Late to Present.

Afternoon session

Pupils registering after 14h00 are recorded as late; those registering later than 14h45 are registered as absent although for safety purposes the system will record that they have arrived in School at any time up to 10 minutes before the end of the afternoon session.

Data access and storage

The data collected by the LiveRegister system is imported directly into a database by the software. Housemasters have access to this database and are able to annotate each pupil's record at any time. Whenever possible, the reason for authorised absence is entered by the housemaster in advance of the absence, using the codes listed in the section on symbols below. Members of the Absence Team also have permissions to amend the registers. Teachers, matrons and Surgery staff can also access the registration data at any time via the School's intranet and check pupil attendance at their lessons against the database for each lesson.

AUTHORISATION FOR ABSENCE

The School requires parents to inform their child's housemaster of any absence by 08h30; this should be done by email to the housemaster and to absence@westminster.org.uk on the morning of the absence.

Parents should inform their child's Housemaster of any absence due to interviews, university open days, or medical appointments at least 24 hours in advance. Any request for leave of absence is made by parents to the Housemaster who decides, sometimes in consultation with the Under Master, whether the absence is to be authorised. Thereafter, the Housemaster will either update LiveRegister or communicate directly with absence@westminster.org.uk as soon as the arrangements have been confirmed.

MONITORING AND RESPONDING TO ATTENDANCE ISSUES

Monitoring

Housemasters (or their deputies) are responsible for checking up on persistent lateness or absence, making contact with parents where necessary, and ensuring that the reason for authorisation, or the lack of authorisation, is annotated in the database.

The School undertakes regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis variously may include:

- Monitoring and analysing attendance patterns and trends and provide support in a targeted way to pupils and families
- Using this analysis to provide regular attendance reports to housemasters to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead where appropriate)
- Conducting a thorough analysis of termly, and full year data to identify patterns and trends.
- Benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement.
- Devising specific strategies to address areas of poor attendance identified through data.

Responses to attendance issues

Sanctions

Pupils who fail to register or are persistently late are, in the first instance, given a verbal warning; further offences (typically 3 Ns in a week might be a trigger) result in them being placed in detention by the Housemaster. Ultimately a pupil may be placed in Gating by the Housemaster for continued failure to follow the registration procedures. If a Housemaster sees a pupil whom they then find has not registered, they may register the pupil as present using the manual over-ride on the computer. If this is after the end of the registration period the pupil should be registered as late.

Pupils who are absent from School without authorisation are placed in Gating for one week.

The Safeguarding Policy references the action to be taken for any children missing education.

Listening and seeking to understand

For those pupils awarded Gating for persistent absence, Housemasters will engage with pupils and parents to listen and seek to understand barriers to attendance, with a view to agreeing how relevant parties can work together to resolve them. The Under Master will be informed.

Formalising responses

If the initial conversations with the housemaster and the family are not successful, referral will be made to the Under Master who will meet with the parents and the pupil in order to discuss the concerns that are arising. This may result in a formal parenting contract.

Where absence escalates and pupils miss 10% or more of School, the School will seek to work proactively with local authorities to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. It should be noted that if support has been put in place but severe absence for unauthorised reasons continues, it is likely to constitute neglect.

REPORTING ABSENCE TO EXTERNAL AGENCIES

General absence

The School defines a “contact point” as “one teaching day” (i.e.: Monday to Saturday: this does not include Sundays). If a pupil misses ten consecutive contact points, the Under Master reports the pupil’s name, address and reason for absence (if known) to Westminster local authority unless the reason for absence is either sickness confirmed by the provision of a medical certificate or leave of absence granted by the Under Master.

Additionally, the School will notify the pupil’s local education authority if the pupil is a British citizen; for those pupils who are sponsored, then the School will withdraw sponsorship of that pupil and report this to the Home Office (in this case, the result will be that the sponsored pupil’s leave to remain in the UK will be curtailed, and they will be unable to continue studying at the School).

Medical absence

The School defines a “contact point” as “one teaching day” (i.e.: Monday to Saturday: this does not include Sundays). If a pupil misses fifteen contact points consecutively or cumulatively under Code I, the Under Master reports the pupil’s name, address and reason for absence to Westminster local authority.

LIVESTREAM ACCESS TO LESSONS AND RECORDED LESSONS

The School has a legal responsibility and duty of care to its pupils to ensure face-to-face attendance.

The School’s normal operation does not include access to livestream lessons or recorded lessons.

If a pupil is so unwell that they cannot come in to School, then they should be resting properly and recovering so that they can return to School.

Reasonable adjustments can be made when someone is disabled and the impairment must be declared “long-term”. Long-term disability is defined by the Equality Act as:

- It has lasted for at least 12 months;
- It is likely to last for at least 12 months, or
- It is likely to last for the rest of the life of the person affected.

A doctor’s note would need to be properly evaluated by the School before a decision were made that a pupil was disabled and that reasonable adjustment needed to be made.

APPENDIX A1

SYMBOLS USED IN LiveRegister

The LiveRegister database register indicates presence at each session by a blue square and unauthorized absence by a red square, with authorized absences indicated by a blue square within a red surround.

The symbols used in the LiveRegister database are as follows:

Attending the School

/	Present at the School (AM)	Attending
\	Present at the School (PM)	Attending
L	Late arrival before register is closed	Attending

Attending a place other than the School

B	Attending any other approved educational activity (not K, P, V or W)	Approved educational activity
K	Attending education provision arranged by the local authority	Approved educational activity
P	Participating in an approved sporting activity	Approved educational activity
V	Attending an educational visit or trip	Approved educational activity
W	Attending work experience	Approved educational activity

Absent – leave of absence

C	Leave of absence for exceptional circumstance	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised absence
D	Dual registered at another school	Not a possible attendance
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence
S	Leave of absence for the purpose of studying for a public examination	Authorised absence
X	Non-compulsory school age pupil not required to attend school	Not a possible attendance

Absent – other authorised reasons

E	Suspended or permanently excluded	Authorised absence
I	Illness (not medical or dental appointments)	Authorised absence
R	Religious observance	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence

Absent – unable to attend school because of unavoidable cause

Q	Unable to attend the School because of a lack of access arrangements	Not a possible attendance
Y1	Unable to attend due to transport normally provided (School / LA) not being available	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel (local , national or international emergency)	Not a possible attendance
Y3	Unable to attend due to part of the School premises being closed	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance

Absent – unauthorised absence

G	Holiday not granted by the School	Unauthorised absence
N	No reason yet provided for absence (to be updated within no more than 5 school days after the session)	Unauthorised absence
U	Arrived in School after registration closed, but before then end of the session	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence

Outside of term time

#	Planned whole school closure	Information is not collected
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APPENDIX A2

COMMON CODINGS AND KEY TIMINGS

Yrs 9-13

	AM / Present	AM L Late	AM U Unauthorised	PM \ Present	PM L Late	PM U Unauthorised
Monday	07h30 to 08h46	08h47 to 09h59	10h00 to 12h40	11h50 to 13h59	14h00 to 14h44	14h45 to 16h00
Tuesday	07h30 to 08h46	08h47 to 09h59	10h00 to 13h05	12h35 to 13h59	14h00 to 14h44	14h45 to 16h00
Wednesday	07h30 to 08h46	08h47 to 09h59	10h00 to 12h40	11h50 to 13h59	14h00 to 14h44	14h45 to 16h00
Thursday	07h30 to 08h46	08h47 to 09h59	10h00 to 13h05	12h35 to 13h59	14h00 to 14h44	14h45 to 16h00
Friday	07h30 to 08h46	08h47 to 09h59	10h00 to 12h40	11h50 to 13h59	14h00 to 14h44	14h45 to 16h00
Saturday	07h30 to 08h56	08h57 to 09h44	09h45to 12h55	N/A	N/A	N/A

Yr 13 with no School commitment (Latin Prayers, Abbey, House or Tutorial Meetings) and a Private Study during period 1

	AM / Present	AM L Late	AM U Unauthorised
Monday	07h30 to 09h29	09h30 to 09h59	10h00 to 12h40
Tuesday	07h30 to 09h29	09h30 to 09h59	10h00 to 13h05
Wednesday	07h30 to 09h29	09h30 to 09h59	10h00 to 12h40
Thursday	07h30 to 09h29	09h30 to 09h59	10h00 to 13h05
Friday	07h30 to 09h29	09h30 to 09h59	10h00 to 12h40
Saturday	07h30 to 09h29	09h30 to 09h44	09h45 to 12h55

APPENDIX B

PROTOCOL FOR MISSING PUPILS

The protocol below is taken from the Staff Handbook and this also appears in the Boarding tutors' folders.

REGISTRATION OF PUPILS

All pupils are expected to register in the morning and afternoon session; staff also register pupils at each lesson or activity, with unauthorised absences notified to housemasters.

If not in attendance at lessons or activities, pupils who are ill or at music lessons, for example, are registered in those contexts.

REGISTRATION OF BOARDERS IN THE EVENING

In every boarding house, boarders are checked against the signing-out book at 19h15 (the start of prep) and 22h00 (the end of the post-prep hour of "relaxation time"). In both cases, the tutor in charge that evening personally ensures that every boarder is accounted for. Boarders should usually seek permission to sign out in advance.

MISSING PUPILS

Initial response

Normally the Tutor or Housemaster on duty will first try to establish the pupil's whereabouts by:

- Telephoning the pupil's mobile
- Checking with friends
- Contacting the Surgery, Duty Matron, Library or other possible destination (e.g.: MMC; MFH).

In the evening in particular, this process can take some time, but ought to be completed by the end of prep if the boarder is found to be absent at 19h15; and as soon as possible after 22h00 if found to be absent at that later time.

The role of the Under Master / Deputy Head (Boarding and Upper School)

If a pupil cannot be found and, in the case of a boarder, if a boarder has not been found by 22h00 and cannot be swiftly located, then the Under Master / Deputy Head (Boarding and Upper School) should be contacted for discussion and advice.

Further checks at that point can be commissioned from the Director of Digital Strategy and Operations include checking:

- Swipe card usage
- Triangulation from WGS Pupil wifi access
- CCTV.

Thereafter, normally a decision will be taken to telephone parents and / or guardian, in case the pupil has returned home, or the parents and / or guardian are aware of the pupil's whereabouts. Pupils are also typically more likely to respond to parents and / or guardians than members of staff and the parents and / or guardian will be asked to try to contact their child directly.

Ultimately, if a pupil cannot be found then this is a serious matter and a decision will then be taken whether the Police need to be involved. If the Police are contacted the Under Master will let the Head Master know.

Reporting Procedure

As soon as possible after the incident, the housemaster will send an email report to the Under Master outlining the course of events.