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* (September 2025)
- *Working Together to Improve School Attendance* (July 2026).

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 and is the School Attendance Champion.

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
Pupils are registered 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 is registered in person either with the duty member of the house tutor team or a member of staff running a lesson or an activity. Pupils who are unable or unwilling to use the LiveRegister readers must register with the duty member of the house tutor team or another member of staff with access to the system.

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. Specifically, day pupils are required to arrive in School by 08h40 (08h50 on Saturdays) each day.

For the purposes of reporting, the statutory attendance register is taken at 08h50 (09h00 on Saturdays) each day.

Lesson registration
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.

Following up on registration
The Absence Team then follows up any pupils who are unaccounted for by telephoning the parents of such pupils from 09h30. 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 09h30, 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 identified.

Afternoon registration
All pupils must re-register over the lunch break by using the readers located in Houses and in the building lobbies.

For the purposes of reporting, the statutory attendance register is taken at 14h00.

Lesson registration
As with morning lesson registration, 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.

Station registration
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.

Boarding pupils also register before bed time. Those boarding pupils who wish to retire early must register in person with the boarding house tutor on duty to notify them that they will not be at the registration, so that they are not disturbed.

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
<u>Morning session</u>
Pupils who arrive after normal morning registration closes at 08h40 (08h50 on Saturdays) 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 1 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.

Afternoon session on teaching afternoons
Pupils registering after 14h10 are recorded as late; those registering later than 14h30 are registered as absent although for safety purposes the system will record that they are present at a School activity at any time up to 10 minutes before the end of the afternoon session.

Afternoon session on Station afternoons
Pupils registering after 13h30 are recorded as late; those registering later than 13h45 are registered as absent although for safety purposes the system will record that they are present at a School activity 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 an exceptional 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. The fundamental principles for defining "exceptional" are that which is "rare, significant, or unavoidable" and that, "the event could not reasonably be scheduled at another time".

In all of these cases, 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

The School's fundamental principles for ensuring effective school attendance are centred around:

- Prevention of poor attendance through effective whole-school attendance management.
- Early intervention to reduce absence before it becomes habitual.
- Targeted reengagement of persistently absent pupils, with support from external partners.

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.
- Focusing in on pupils who have a notable safeguarding profile (such as those pupils who are classified as “young carers”).
- 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 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.

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 and appropriate safeguarding concerns will be considered.

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 either the Deputy Head Boarding and Upper School or the Director of Lower School 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 parents and 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; notification may also be made to the pupil’s Children’s Services if there is the possibility of a wider safeguarding issue behind the absence.

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; notification may also be made to the pupil’s Children’s Services if there is the possibility of a wider safeguarding issue behind the absence.

In order to support engagement with Westminster local authority and the pupil’s Children’s Services, as well as to understand better a pupil’s health needs, the School may request reasonable evidence when seeking to support pupils with prolonged or repeated patterns of illness or where there is a need to confirm the authenticity of an illness.

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 a 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

APPENDIX A2

COMMON KEY TIMINGS AND CODINGS

	AM arrival	**AM /** ***Present***	**AM L** ***Late***	**AM U** ***Unauthorised***	**Lunchtime**	**PM ** ***Present***	**PM L** ***Late***	**PM U** ***Unauthorised***
Monday	By 08h40	08h50 to 08h59	09h00 to 09h19	09h20 to 12h50	Register using the thumbprint readers	14h00 to 14h09	14h10 to 14h29	14h30 to 16h10
Tuesday	By 08h40	08h50 to 08h59	09h00 to 09h19	09h20 to 13h10	N/A	13h15 to 13h29	13h30 to 13h44	13h45 to 16h10
Wednesday	By 08h40	08h50 to 08h59	09h00 to 09h19	09h20 to 12h50	Register using the thumbprint readers	14h00 to 14h09	14h10 to 14h29	14h30 to 16h10
Thursday	By 08h40	08h50 to 08h59	09h00 to 09h19	09h20 to 13h10	N/A	13h15 to 13h29	13h30 to 13h44	13h45 to 16h10
Friday	By 08h40	08h50 to 08h59	09h00 to 09h19	09h20 to 12h50	Register using the thumbprint readers	14h00 to 14h09	14h10 to 14h29	14h30 to 16h10
Saturday	By 08h50	09h00 to 09h09	09h10 to 09h29	09h30 to 13h05	N/A	N/A	N/A	N/A

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:

- Swipecard 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 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.

APPENDIX C

PUPIL RESPONSIBILITIES

Mornings

By 08h40 (Monday to Friday) By 08h50 (Saturday)	Pupils will register in person with a member of the house duty team / thumb in if arriving early.
08h50 (Monday to Friday) 09h00 (Saturday)	Pupils attend Abbey / Tutorial / Assembly / Latin Prayers / Lessons. Pupils will be registered by a member of staff: if pupils arrive after this time, the statutory attendance register will record pupils as late (L code).
09h20 (Monday to Friday) 09h30 (Saturday)	If pupils arrive from this point on then they should thumbprint in and go to their next activity: if pupils have not registered by this time, the statutory attendance register will record those pupils as an unauthorised absence (U code).
Rest of the morning	Pupils attend lessons (including house meetings on Saturdays) punctually.

Afternoons

Monday, Wednesday, Fridays

Lunchtimes	Pupils use the thumbprint readers to register their whereabouts.
14h00	Pupils attend lessons. Pupils will be registered by their teachers: if pupils arrive after this time, the statutory attendance register will record pupils as late (L code). (For those with private study periods, they will need to register with a member of house staff or use the thumbprint readers by 14h10: if pupils register after this time, the statutory attendance register will record pupils as late (L code)).
14h30	If pupils arrive from this point on then they should thumbprint in and go to their next activity: if pupils have not registered by this time, the statutory attendance register will record pupils as an unauthorised absence (U code).
Rest of the afternoon	Pupils attend Lessons, LSAs and other School commitments punctually.

Tuesdays, Thursdays

13h15	Pupils will register in person with a member of the house duty team.
13h30	If pupils arrive after this time, the statutory attendance register will record pupils as late (L code).
13h45	If pupils arrive from this point on then they should thumbprint in and go to their next activity: if pupils have not registered by this time, the statutory attendance register will record pupils as an unauthorised absence (U code).
Rest of the afternoon	Pupils attend Station and other School commitments punctually.