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.

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).

LiveRegister REGISTRATION SYSTEM

For all morning sessions, pupils register using the LiveRegister system in which either a reader 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 finger pattern reader 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 Parental permission is then sought and remains in force until the pupil leaves, unless such permission is previously withdrawn.

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 (09h37 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 sent by the Absence team. 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 CHECKINS 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 A of this policy.

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 the start of Period 2 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.

ACTION IN CASE OF PERSISTENT LATENESS OR ABSENCE
Setting expectations
The School expects all pupils attend School by building a culture where all can, and want to, be in School and ready to learn.

Monitoring and responses
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.

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 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.

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.

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 A

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

REGISTRATION OF BOARDERS
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 boarder
Normally the Tutor or Housemaster on duty will first try to establish the boarder's whereabouts by:
- Telephoning the boarder's mobile
- Checking with friends
- Contacting the Library or other possible destination (e.g.: MMC; MFH).

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 / Director of Upper School and Boarding
If a boarder has not been found by 22h00 and cannot be swiftly located, then the Under Master / Director of Upper School and Boarding should be contacted for discussion and advice.

Further checks at that point can be commissioned from the Director of Digital Strategy and IT 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 boarder 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 a d 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 B

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, V, P 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