

**Attendance Registration Policy**

 **(ISI Part 3: 14, 15 NMS 9)**

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| Date | 15.06.23 |
| SLT Approved |  |
| Policy Owner | LJRL |
| Governor approval | N/A |
| Review Date | 30.05.24 |
| Review by | LJRL |

Please read in conjunction with:

* Supervision of Pupils Policy
* Safeguarding Policy

**Attendance Registration Policy**

Daily registration of students is a responsibility delegated by the Headmaster to the Housemasters and Housemistresses. They, in turn, share this responsibility with their assistants. Tutors and House Matrons are also trained to be able to step into conduct daily registration if necessary.

The daily registration requirement is embedded within the “Supervision of Students Policy” as follows:

**Regular registration and Tick-In for Students**

Registration and “Tick-In” occurs as follows:

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| 8.10- 8.25am | Registration at House Assembly |
| 12.45 - 2.00pm | Registration |
| 5.30 – 5.55pm | Registration |
| 6.45pm | House Tick In |
| 9.30pm – 10.30pm | Final Night time Tick In |

NB On Saturdays the second registration window is opened earlier to allow for registration before travel to away matches.

Registration is done electronically and is registered on the iSAMS Information Management System. The Deputy Head Pastoral, with the Database Manager will keep a printed backup copy of the registration and these are kept for three years.

It is the task of House staff to track any students who fail to register. They share this task with Senior Leadership and the reception team. All staff are involved in the tracking of any student who fails to register.

Any student who fails to register, without good cause is subject to a 30 minute Pastoral detention. This sanction is embedded in the Promoting Positive Behaviour Policy