



WESTMINSTER UNDER SCHOOL

Pupil Registration and Attendance Policy

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INTRODUCTION AND GUIDANCE

In order to ensure the safeguarding and welfare of pupils, the School has a statutory duty to know the whereabouts of its pupils when school is in session, either that they are in school, as would normally be expected or, if they are not in school, where they are and why they are not present.

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)
- [Summary Table of Responsibilities for School Attendance](#) (August 2024)
- [School Attendance Parental Responsibility Measures](#) (2015)

THE IMPORTANCE OF SCHOOL ATTENDANCE

Improving attendance is everyone’s business. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.

The barriers to accessing education can be wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Occasionally, some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and relevant partners should work in partnership with pupils and parents collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. This may involve, for example an emphasis on the curriculum, behaviour, bullying, SEND support, pastoral support and mental health and wellbeing support.

EXPECTATIONS

- The School expects that all parents enable pupils to attend all published school days which are made known to parents two years in advance both in the printed calendar and on the School website.

- There will be occasions when a pupil cannot attend a day when School is in session, such as when they are too unwell to attend School or when government advice precludes them from attending, e.g., the Government's advice on staying away from School after a bout of vomiting or diarrhoea. In this case it is expected that parents communicate in a timely manner with the School with clear reasons for absence and an expected timescale for their return.
- The School also expects parents to ask permission from the Master for any elective absence, such as significant family events, important religious observance, taking part in performances or competitions or medical or dental appointments during the School day.
- The School also expects parents to work together with the school to help understand and overcome any barriers to their child's full attendance and to engage fully with any support offered on behalf of the School or local authority to avoid the need for more formal support.

LIVEREGISTER

The School uses the LiveRegister system to record boys who are present, absent and late as well as recording reasons for any absence and to gather data on attendance, either individually, as a bigger group, e.g., by year group, or as a whole-school. This recorded data is then used by the School's WUSMIS database, to which all staff have access, to produce an accurate and updating absence list.

REGISTRATION TEAM AND SENIOR ATTENDANCE CHAMPION

The Registration Team includes:

- The Receptionist and Gap Student(s) – these staff members are based in the Reception area and have access to LiveRegister, the wusregistration@westminster.org.uk email address and the main school telephone number, including any voicemails left. Members of this team will physically check in school for boys who are not yet registered after the close of registration and, if unaccounted for, will contact home.
- The Deputy Master has an overarching view on attendance, including whole-school attendance, individual attendance, pupils who are persistently late, pupils who may be reluctant to come to School and any pupils whose low attendance may need reporting to a relevant authority. The Deputy Master should also be informed as soon as possible should a pupil not be in School and be unaccounted for, e.g., no contact from parents despite multiple attempts to contact them. The Deputy Master regularly reports attendance figures to School staff, to the Senior Management Team and to the School's Governing Body.
- The Deputy Master, as the School's Attendance Champion is expected to:
 - Have overall responsibility for championing and improving attendance in school
 - Liaise with pupils, parents and external agencies where needed
 - Set a clear vision for improving and maintaining good attendance
 - Establish and maintain effective systems for tackling absence and make sure they are followed by all staff
 - Have a strong grasp of absence data to focus the collective efforts of the school
 - Regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes

The Deputy Master, as Senior Attendance Champion, is also the DSL so will report to the other members of the Safeguarding Team where attendance of a pupil may become, or indicate signs of, a possible Safeguarding issue.

HOW PUPILS ARE REGISTERED

There are two sessions per day, one in the morning and one in the afternoon.

Morning Registration

School opens each day at 8.00 am and in most circumstances all pupils head to their allocated form rooms, which are located around the school site. They are met usually by their Form Tutor but if not, by one of the Form Support Tutors or another member of staff. Pupils are expected to be in their form rooms by 8.15 am and registration officially takes place at 8.20 am each morning. Form Tutors (or their equivalents) only mark pupils as present whom they have physically seen, even if they have been copied into an email by a parent of a boy in their form.

If there is a particular reason for not attending a form period, such as having an early music lesson, then pupils are expected to present themselves to the School Office to ensure that it is known that they are present.

Registration closes half an hour after the register is taken, at 8.50 am in the morning after which any pupils who are late are marked with a U rather than an L code, except in extenuating circumstances, e.g., major disruption to a key mode of transport.

Afternoon Registration

This varies across the week slightly:

- For Years 5 – 8, registration always takes place at 2 pm each day and is carried out by the class teacher.
- For Years 3 & 4, registration also takes place at 2 pm on Mondays and Wednesdays when these year groups have a longer lunch break. Registration is carried out by the class teacher.
- On Tuesdays, Thursdays and Fridays, pupils in Years 3 & 4 have their registration taken by their class teacher at 1.20 pm when lessons begin, as they do not have an extended lunch break on these days.

Registration closes half an hour after the register is taken, generally at 2.30 pm but at 1.50 pm to pupils in Years 3 and 4 where registration takes place at 1.20 pm.

PUPILS WHO ARE NOT MARKED AS PRESENT AT REGISTRATION

The vast majority of pupils are marked as present for each registration session. However, there are normally a small number of pupils who have not been physically seen by their Form Tutor during registration and therefore still show as an 'N' on LiveRegister. This might be for a variety of everyday reasons:

- The pupil is in School but did not attend registration as they had an early music lesson or another activity, e.g., practising to present in an assembly. When physically seen, these pupils are then marked as present.

- They are late and have arrived after the register has been taken at 8.20 am. If a pupil is late, it is expected that they will come in through the front door of the School (codes for other doors are disabled) and make themselves known to the Registration Team before going as quickly as possible to their lesson.
- They are on a school trip, a sporting away fixture necessitating a lunchtime departure from school or some other legitimate supervised educational activity. If this is the case then the members of staff in charge of the boys will communicate with the Registration Team on a school-approved system, e.g., telephone call, email, Microsoft Teams message, which boys they have with them and have physically seen.
- They are absent from school for illness or other known reason.

The missing pupils, still marked with an ‘N’, are then investigated with some urgency during the process of finalising the attendance register which begins shortly after 8.20 am and 2.00 pm each day.

FINALISING THE ATTENDANCE REGISTER

It is expected that all pupils will be accounted for as soon as possible after registration ends each morning or afternoon. This usually requires a check of the lessons that a missing pupil would normally be in to see whether they are actually present in School and simply had not been accounted for. If it were found that the pupil was not in school and communication from the parents, e.g., by email or telephone call, had not been received, then a phone call to the pupil’s parents by the Registration Team would normally take place as soon as possible, though this is a relatively rare situation.

It is expected that all pupils would be accounted for, and therefore no ‘N’ codes remain, within one hour of the registration period ending, inside DfE guidelines which state that ‘N’ codes must be resolved within five working days. In the unlikely event that the reason for absence cannot be established after five working days, the pupil’s record will be amended to an ‘O’ code.

If a pupil could not be accounted for at all and it were not possible to verify the pupil’s whereabouts with parents, or there was some concern about the pupil’s whereabouts, the Registration Team would inform the Deputy Master, who is also the DSL, as soon as possible.

ABSENCE FOR ILLNESS

Parents are expected to email wusregistration@westminster.org.uk if their child is unwell by 8 am in the morning for each day of absence. The Registration Team will then record the reason for absence on LiveRegister at least once a day.

The Registration Team will not assume that a child is still unwell if they have not heard from parents on each subsequent day of illness and the School requests that parents contact us before School starts for **each morning** that their child is not in School. We also request that parents also copy in their child’s Form Tutor so that they are also aware of any absence though it is not expected that the Form Tutor marks the reason for absence on the child’s log on LiveRegister – the Registration Team are the only people authorised to do this.

LATENESS

Pupils who arrive in School after the register is taken at 8.20 am but before the registers close at 8.50 am in the morning and 1.50 pm/2.30 pm are marked with an 'L' code. After this time they are marked with a 'U' code unless there are extenuating circumstances.

Any pupil who arrives in School after 9.45 am will be marked as absent with the appropriate code.

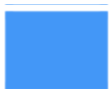
LEAVING OR ARRIVING AT SCHOOL DURING THE SCHOOL DAY

The points for registration are at 8.20 am in the morning and either at 1.20 pm or 2.00 pm in the afternoon, which acts as a snapshot of each pupil's attendance. Once a code has been assigned, either because the pupil is present (/ \) or absent, for whatever reason except for lateness, this mark should generally remain the same except in extenuating circumstances. For example:

- If a pupil is marked present at 8 am and leaves School at 10 am for a dentist appointment, they retain their present status as they were in School at 8.20 am.
- If a pupil is absent at 8.20 am for a dentist appointment and arrives in School later that morning at 10 am, they retain their absent status, most likely with the M code.

The registration system is also used as a means of determining who is on site for purposes such as checking which pupils are present in the event of a fire, and so a system is used for marking a pupil in school or not in school even when their original code stays the same.

The + and – keys are used within the LiveRegister to show this, with the + (plus) key being used to indicate that an absent pupil at 8.20 am is now on-site and the – (minus) key being used to show that a present pupil at 8.20 am is now off-site. A blue border to any code shows that each pupil is on-site and a red border to any code shows that they are off-site, thus:



This pupil is present at the registration point and remained on-site throughout the session. This is the case for most boys on most days.



This pupil is unwell (code I) and the red border shows that the pupil is not on-site.



This shows that the pupil was present at the registration point and then went off-site, perhaps unwell or for another reason, such as for a medical appointment. This reason would then be recorded in the pupil notes in LiveRegister.



This shows that the pupil was not on site at the registration point (the L shows this is because they were late) but are now on-site. The code here could be anything, from a medical appointment to a sporting fixture, but the blue border indicates that they are now in school, which is important for counting children in case of a fire or other emergency.

AUTHORISATION FOR PLANNED OR ELECTIVE ABSENCE

Parents should contact the Master by email, via the Master's PA, wherever possible at least one week in advance of any request for planned absence. Such reasons may include:

- Exam or school tours for future schools – these are normally marked with a 'J1' code.
- Medical or dental appointments (these are discouraged from being within the School day though the School realises that out-of-hours appointments can be difficult to obtain). These are normally marked with an 'M' code.
- One-off absences, such as significant events within the close family. These will normally only be approved where attendance is greater than 95%. These will be marked with a 'C' code where authorised and marked with the relevant code from the 'Absent – Unauthorised Absences' section if not.
- Religious observance – these are marked with an 'R' code. Occasional absences for important and recognised religious observances will be granted only occasionally and only if existing attendance is generally over 95%.
- Visits abroad or holidays within term time are not normally approved except in exceptional circumstances. These would be marked with the appropriate code from the 'Leave of Absence – Approved' section.
- Performing in national-standard or greater performances, competitions, etc. Permission will only normally be given for short periods to a pupil where they are performing or competing in something of a national or international standard, e.g., singing in the chorus of the Royal Opera House, competing in an international chess competition. Permission will only be given where existing attendance is excellent and there is a clear plan for the pupil to catch up with any work missed, normally involving the pastoral team. These authorised absences are marked with a C1 code.

Where a request for absence has not been approved or not sought, other codes are used, e.g., G for an unauthorised holiday or O for other unauthorised reasons.

A full list of the attendance codes to be used in LiveRegister are listed in Appendix A.

MANAGING POOR ATTENDANCE PROACTIVELY AND REACTIVELY

- The School aims to manage attendance in three main ways:
- Prevention of Poor Attendance: this is done in many ways, from making the term dates clear in advance, making the School a positive experience for all pupils and giving proactive communication to parents about the School's expectations with attendance, e.g., regularly in the School's weekly newsletter and in the Parent Handbook.
- Early intervention to reduce absence and lateness before it becomes habitual: this is done by regularly monitoring attendance and lateness and having good communication between the Registration Team and the various appropriate pastoral leads, e.g., Head of Year, Assistant Master, Pastoral, etc. This may also include sending letters home to ensure parents are aware that lateness or attendance needs to improve or meeting informally with pupils and/or parents.
- Targeted reengagement of persistently and severely absent pupils: this is where targeted support is put in place, working with partners, e.g., local authorities, to improve attendance, especially for those who have less than 50% attendance.

ATTENDANCE CONCERNS

Absence from School of more than 10% over an extended period is considered by the Department for Education (DfE) to be 'persistent absence', and recommends that, at that level, the School should work with local authority services to ascertain and understand the reasons for their low attendance, and seek to support the child and parents to overcome those barriers. If low attendance were to continue despite initial support, parents are also expected to proactively engage with any formal support offered by the school or local authority, such as a voluntary Parenting Contract or other voluntary early help plan to prevent the need for legal intervention, such as an Educational Supervision Order.

Where parents fail to ensure regular attendance, and have not engaged with support services or voluntary measures such as a Parenting Contract, the local authority may take a number of measures, as outlined in [School Attendance Parental Responsibility Measures](#) (DfE, 2015). These may include a Penalty Notice, a School Attendance Order, a Parenting Order, or prosecution, which could result in a fine of up to £2,500 or a jail term of up to three months.

Attendance Persistently Under 90%

The Deputy Master keeps a list of pupils whose attendance is at or below 90%, including their reasons. This list is monitored at regular intervals to see whether particular pupil's attendance is improving or likely to remain under 90%. The Registration Team should let the Deputy Master know each day if one of the pupils on this list is absent.

Lateness

The Deputy Master keeps a list of pupils who are marked late more than 10% of the time. This list is monitored at regular intervals to see whether particular pupil's lateness is improving or likely to remain above 10%.

Parents Uncontactable/No Reason Known

If a pupil is unable to be accounted for and parents are not contactable within a reasonable time frame, e.g., within one hour of registration ending, then the Deputy Master, who is also the DSL, should be contacted.

If it is known that a pupil has been present in School and is not then subsequently able to be found, then the Missing Pupil Protocol should be enacted, documented in the Supervision of Pupils Policy.

SCHOOL ACTION IN CASE OF PERSISTENT ABSENCE OR LATENESS

Setting expectations

The School expects all pupils attend School by having a culture where all pupils can, and want to be, in School and ready to learn. This is the case for the overwhelming number of pupils.

Monitoring and Informal Responses

The Registration Team account for each child twice a day and so are likely the first to be aware of persistent lateness or absence. The Team will alert the relevant people – normally the Form Tutor and Head of Year if a pattern is emerging or if a pupil is likely to be absent for a few days. In practice Form

Tutors and Heads of Year are normally copied in to emails as parents are generally eager for their child not to fall behind. Where absences persist, an absence becomes longer or attendance is recurrently intermittent (with or without a discernible pattern), the Deputy Master is informed.

A similar process takes place for those pupils who are persistently late though the School is aware and understanding of the fact that some pupils have extremely long commutes and a relatively short delay on key public transport can lead to many pupils being late for School. Where lateness is beginning to become a regular occurrence, the Registration Team will contact the Form Tutor or Head of Year who will then follow-up with the pupil and give targets. It may be at this stage parents are unaware of their child's lateness and so informing them is a usual next step, with the clear expectation that the pattern of lateness quickly improves.

Communicating with Parents and Pupils, Seeking to Understand

The School puts pupils at the heart of everything it does and that a child's welfare is paramount. Each family situation is both dynamic and unique and it may be that there are factors affecting a pupil's attendance or ability to attend School on time that the School was previously unaware of. The wider pastoral team (Form Tutors, Support Form Tutors, Heads of Year, Assistant Master, Pastoral) should seek to understand any issues sensitively and work together in partnership with parents to offer support so as to remove barriers to attendance. If a period of schooling where a shorter school day as part of the support is being considered, the Deputy Master should be informed.

In the early stages of the academic year one short period of absence can mean that pupils are below the 90% attendance threshold in the first few weeks of the year. At this stage, a letter drawing attention to the pupil's level of absence is sent, making it clear that this rate is expected to rise and asking if the School can support in any way. A copy of this letter is kept on the pupil's file.

REPORTING ABSENCE TO EXTERNAL AGENCIES

The School defines a "contact point" as one normal teaching day while School is in session i.e., Monday to Friday during term time.

The School is obligated to work closely with local partners, including the local authority Education Welfare service, and Children's Social Care where appropriate, including sharing data on individual cases, to help remove barriers to improve school attendance.

Continual General Absence

If a pupil misses ten consecutive contact points, the Deputy Master will report the pupil's name, address and reason for absence (if known) to the 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 Master.

Medical Absence

If a pupil misses fifteen contact points **consecutively or cumulatively** under Code I, the Deputy Master will report the pupil's name, address and reason for absence to the local authority.

Attendance of less than 90%

Where absence escalates or persists and pupils miss an average of 10% or more of School after the first few weeks of the academic year, the School will work proactively with the local authority to put additional targeted support in place to remove any barriers to attendance and re-engage 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.

PUPILS JOINING OR LEAVING THE SCHOOL AT NON-STANDARD POINTS

The Deputy Master will inform the local authority in which the pupil lives if they join the School at any point other than in Year 3, 4 or 7 and a note made on the pupil's file.

The Deputy Master will also inform the local authority in which the pupil lives if they leave the School at any point other than at the end of Year 8. This includes if the pupil has relocated for an agreed period of time before returning to School.

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 and 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 and where absence has led to significant work being missed, a plan is then put in place to enable the pupil to catch up with any work missed.

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.

MAINTENANCE OF RECORDS

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.

APPENDIX A - SYMBOLS USED IN LIVEREGISTER

The symbols used in the LiveRegister database are as follows and taken from Working Together to Improve School Attendance.

Attending the School

Code	Explanation	Examples and further notes
/	Present at the School (AM)	
\	Present at the School (PM)	
L	Late arrival before register is closed	Arrived at School after the register was taken but before 8.50 am.

Attending a place other than the School

Code	Explanation	Examples and further notes
B	Attending any other approved educational activity (not K, V, P or W)	Attending a transition day at another school.
K	Attending education provision arranged by the local authority.	Not generally used at WUS. Mostly used for pupils attending courses at college or provision under the remit of the Education Act 1996 or Section 42 of the Children and Families Act 2014 (special educational provision off-site)
P	Participating in an approved sporting activity	A pupil has left School early with School staff to attend an away fixture and has been registered by those staff.
V	Attending an educational visit or trip	A School residential trip with the pupil having been registered by staff.
W	Attending work experience	Not used at WUS.

Absent – Leave of Absence, Approved

Code	Explanation	Examples and further notes
C	Leave of absence for exceptional circumstance	Funeral of a close relative, approved by the Master, pupils who are pregnant.

C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Pre-agreed absence for a national-level performance or competition, e.g., a chess competition.
C2	Leave of absence for a compulsory school-age pupil subject to a part-time timetable	A pupil who has been seriously unwell and has been away for a long time coming back in a phased return.
D	Dual registered at another school	A pupil is temporarily attending school in hospital or in a pupil referral unit.
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Attending assessment days, open days or tours of a future school.
M	Leave of absence for the purpose of attending a medical or dental appointment	Doctor's appointment
S	Leave of absence for the purpose of studying for a public examination	Rarely used at WUS. An occasional school day right before, e.g. Common Entrance.
X	Non-compulsory school age pupil not required to attend school	Not used at WUS

Absent – Other Authorised Reasons

Code	Explanation	Examples and further notes
E	Suspended or permanently excluded (where a pupil is not attending elsewhere)	If permanently excluded, E is give until the pupil is removed from the School Roll.
I	Illness (not medical or dental appointments)	Pupil is unwell enough not to come to School.
R	Religious observance.	E.g., Eid or Yom Kippur. Pupil must be off that faith, not just the parents. Only one day must be marked as R.
T	Parent travelling for occupational purposes	Applies to children who are classed as mobile children and have no fixed abode.

Absent – Unable to Attend School because of Unavoidable Cause

Code	Explanation	Examples and further notes
Q	Unable to attend the School because of a lack of access arrangements	Not generally used at WUS, e.g., lack of local authority provision to provide transport to School where they have a legal responsibility to do so.
Y1	Unable to attend due to transport normally provided (School/LA) not being available	Not used at WUS.
Y2	Unable to attend due to widespread disruption to travel (local, national or international emergency)	E.g., tube strike where a pupil cannot reasonably get to School.
Y3	Unable to attend due to part of the School premises being closed	The School is open but is restricting numbers due to only part of the premises being open.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Power cut.
Y5	Unable to attend as pupil is in criminal justice detention	Police detention, awaiting trial or sentencing.
Y6	Unable to attend in accordance with public health guidance or law	Following NHS guidelines regarding vomiting or diarrhoea.
Y7	Unable to attend because of any other unavoidable cause	Court attendance, bail conditions prevent a pupil coming to School.

Absent – Unauthorised Absence

Code	Explanation	Examples and further notes
G	Holiday not granted by the School	
N	No reason yet provided for absence	To be updated within no more than 5 school days after the session.
O	Absent in other or unknown circumstances	Absence relating to applications for Leave of Absence that have either not been approved or not been requested, including school refusal. This code is also used after five days instead of code N if the reason for absence is still unknown.
U	Arrived in School after registration closed, but before 9.45 am	

Administrative codes (not collected for statistical purposes)

Code	Explanation	Examples and further notes
Z	Prospective pupil not yet on the admission register	To enable schools to set up prospective pupils in advance of them arriving.
#	Planned whole school closure	Bank Holidays, Day of Play, half-day closure, etc.