



PRIORY SCHOOL
EDGBASTON

PREPARATORY REGISTER POLICY

(STATUTORY)

Trustee Committee:	Education	
Date Approved:	TBC September 2025	
Next of Review:	September 2028	
Member of Staff Responsible:	Declan Griffin – Deputy Head	
Trustee Overseer:	SWR – Mrs Watts-Rai	
Intended Audience:	Employees, Volunteers, Parents, Pupils and Visitors	
Relevance:	Whole School	No
	Early Years	No
	Preparatory	Yes
	Seniors	Yes
Access:	Website	Yes
	Internal	No
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

Statutory Framework

The legal framework governing school attendance is set out in the Department for Education (DfE) statutory guidance Working together to improve school attendance (first published May 2022, updated August 2024).

This guidance applies to all schools, including independent schools, and places responsibilities on governing bodies, proprietors, school leaders, and local authorities to:

- Promote and secure good attendance for all pupils.
- Act early to identify and address patterns of absence.
- Share attendance data with the DfE and the local authority on a daily basis (where systems allow).
- Develop and maintain a whole-school culture that prioritises good attendance, including through communication with parents and the provision of effective support where barriers to attendance exist.

The School also complies with guidance from the Independent Schools Inspectorate (ISI) and advice published by the Birmingham Local Education Authority (LEA) regarding school attendance, which can be found on the Birmingham.gov.uk website.

The legal framework governing school attendance is summarised in the document published by the Department for Education (DfE) entitled School Attendance: Guidance for maintained schools, independent schools and local authorities (September 2018).

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iSams Registration

This policy provides practical advice for all staff to ensure the legal morning and afternoon registration is completed correctly.

General Information

1. Pupils MUST be registered in both the morning and the afternoon. The register should never be completed by a pupil.
2. Morning Registration – Reception to Year 6 class teachers will complete iSams register each morning at 8.45am. Any pupil who arrives in class later than 8.45am should receive a late 'L' mark. All explained absences will be noted as 'I' (or alternative code for other known reason - see below). Registers will close at 9.00am. Any absent pupil whose parents has failed to inform school by 9.00am will receive an 'N' mark.

As soon as the registers are closed at 9.00am, the Receptionist/School Nurse will complete a written list daily of Prep absentees, to be retained in the Prep Fire Evacuation Procedures File held on Prep Reception. Also from 9:00am-9:30 Prep registers are checked by a member of the admin team and any missing marks are completed with the correct code and parents are contacted.

3. Important messages should be updated on iSams against the relevant pupil and relayed to respective teachers by 9.30am, or as soon as possible thereafter.

Any KS2 pupil arriving after 9.00am is expected to sign in at Prep Reception to receive their register mark and to have their name removed from the absentee list before continuing to their relevant lesson.

4. Afternoon Registration – Open from 12:50pm. Class teachers should complete iSams registration by 1.10pm. Every pupil should receive either a present or late mark or the relevant absence mark.

5. Appendix 1

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Extracts from the DfE Statutory Guidance on School Attendance (Working together to improve school attendance – updated August 2024)

Central to raising standards in education and ensuring all pupils can fulfil their potential is the principle that pupils must attend school regularly to benefit fully from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The government expects:

Schools and local authorities to:

- Promote and secure good attendance for all pupils, reducing absence and persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to identify and address patterns of absence.
- Share attendance data with the Department for Education (DfE) and local authorities on a daily basis (where systems allow).

Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at a school attend regularly.

All pupils to be punctual to their lessons.

The Admission and Attendance Registers

The law requires all schools, including independent schools, to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on both registers. The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined.

Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

Pupils Signing Out During The School Day

Advanced communication between home and school should take place before the arranged appointment. The pupil reports to Main Reception at the agreed time and waits to be collected by parents; the parent and a Senior Manager will both sign the collection form. This is confirmed by the Receptionist.

Absences

1. All informed absences will be marked on iSams by class teacher, School Nurse or Prep Admin support. When an explanation for the absence is received either by ParentMail, email, telephone or letter, the relevant code is entered on SIMS registration system.
2. In the event of an unexplained pupil absence, the School Nurse/Receptionist will contact parents/guardians until contact is made. Class teacher will then be informed and iSams updated accordingly.
3. If an explanation is not forthcoming by the third day following return, Prep SLT must be informed in order to contact parents. If the parents have telephoned the school and you have a note from reception, this is the absence note and no further letter is required.

The register is a legal document. All staff are formally requested to comply with the requirements of this document.

Reviewed and Revised by Declan Griffin - September 25

Monitoring and Review

This Policy is reviewed regularly to ensure compliance with the most recent DfE statutory guidance, Working together to improve school attendance (2024), and to reflect national and local developments.

Implementation of this policy is monitored by Prep SLT, who report to the Head on a regular basis. Oversight of attendance, including compliance with statutory duties and monitoring of persistent absence, rests with the Governing Council.

The Governing Council will review this policy and ensure that systems are in place to:

- Monitor pupil attendance and punctuality.
- Oversee daily statutory register completion.
- Ensure compliance with data-sharing requirements.
- Support strategies to reduce absence and improve attendance outcomes across the school.

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Appendix 2

Daily completion of registers

All pupils should receive a register mark every morning and afternoon.

Registers should be marked as follows:

Present (counts as present)

/ Present (AM)

\ Present (PM)

L Late (before registers closed)

Approved Educational Activity (counts as present)

B Off-site supervised educational activity

P Supervised sporting activity (approved)

V Educational visit or trip (staff supervised)

W Work experience (school or LA arranged)

Authorised Absence

C Exceptional circumstances (agreed by Head)

C1 Regulated performance or employment abroad

C2 Part-time timetable (compulsory school age, agreed)

E Suspended or permanently excluded (no alternative provision)

I Illness (physical or mental; excludes appointments)

M Medical or dental appointments

R Religious observance

S Study leave

T Traveller absence

J1 Interview for employment or admission to another educational institution

Dual / Non-Compulsory

D Dual registered (not counted in possible attendances)

X Non-compulsory school age absence (not required to attend)

Unauthorised Absence

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- G Family holiday (not agreed or exceeded agreed period)
- N Reason for absence not yet provided
- O Absent without authorisation
- U Late after registers closed (unauthorised)

Exceptional Circumstances (not counted in possible attendances)

- Q Lack of access arrangements (e.g. transport, disability access)
- Y1 Usual transport unavailable
- Y2 Widespread travel disruption
- Y3 Partial school closure
- Y4 Whole school unexpectedly closed
- Y5 Criminal justice detention
- Y6 Public health guidance or law
- Y7 Other unavoidable causes

Please refer to the DfE website for the most detailed explanation of each code:
www.gov.uk/government/publications/school-attendance