



PRIORY SCHOOL  
EDGBASTON

## REGISTRATION POLICY

### (NON-STATUTORY)

<b>Trustee Committee:</b>	Education		
<b>Date Approved:</b>	November 2025		
<b>Next of Review:</b>	November 2028		
<b>Member of Staff Responsible:</b>	AF Alex Flood Assistant Headteacher		
<b>Trustee Overseer:</b>	SWR – Shernice Watts-Rai		
<b>Intended Audience:</b>	Options: Employees, Volunteers, and Visitors		
<b>Relevance:</b>	Whole School		No
	Early Years		No
	Preparatory	Yes	
	Seniors	Yes	
<b>Access:</b>	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.

## REGISTRATION POLICY

### 1. Policy Statement

At Priory School, we understand that pupils need to attend school regularly and punctually in order to achieve academic success. Missing out on lessons leaves children vulnerable to falling behind at school, and pupils with poor attendance and/or punctuality statistically achieve lower examination results than those with excellent attendance/punctuality records. Priory School is committed to achieving academic excellence through outstanding attendance and punctuality, and we regularly monitor the attendance and punctuality of all of our pupils.

### 2. Statutory Framework

The legal framework governing school attendance is summarised in *School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (2014)*, published by the Department for Education (DfE). The School also complies with guidance published by 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.

### 3. Senior School Registration Policy

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

### 4. Arrival of Pupils

All children should be on the top lawn ready to attend form time with their tutors at **8.45am** each day, **students are able to access the school from 8.10am**

### 5. Registration of Pupils

The register is taken electronically on ISAMS twice a day on **Mondays**, Wednesdays and Thursdays and when there is no assembly on a **Tuesday** or Friday. On **Tuesdays** and Fridays, form tutors will take the register directly onto ISAMS using their school laptop in the hall when school assembly takes place. Pupils must be registered both morning and afternoon. A pupil should never be registered for both morning and afternoon sessions in the morning. The Register should never be completed by a pupil. Every pupil should receive either a present, late, or N mark.

Morning registration **ends at 9.00am**. For pupils who arrive late to form, but before 9.00am, the number of minutes they are late should be recorded on ISAMS.

Messages from the Weekly Bulletin should be read to pupils each day in addition to a morning prayer or reflection. There is a daily activity for tutors to complete with their form each morning as follows:

- Monday: PSHEE time or Careers Programme
- Wednesday: Silent Reading
- Thursday: Current Affairs and assembly practice or the organisation of form events

#### Period 1 Registration

Period 1 teachers are expected to complete ISAMS registration by **9.15am**. Every pupil should receive either a present or late mark. A pupil who arrives late to period 1 should have the number of minutes they are late recorded on ISAMS.

### ***6. Pupils who arrive late to school***

Morning registration ends at 9.00am. If a child arrives after the registration period, he/she must sign in at the main Reception desk. They will be marked as late on the register and the number of minutes that the child is late will be recorded on SIMS. After 9.15am, a pupil will be recorded under code U and this will become an Unauthorised Absence. The afternoon registration is taken during period 5 by the classroom teacher.

### ***7. Pupils who have not arrived at school by 9.15am***

Our Receptionist will make contact with the parents of any pupils who have not arrived for school by 10.30am and will confirm a child's absence by **10.30am**.

### ***8. Records***

**A written record is kept each day of pupils who are absent and any pupils who sign in/out during the day**

#### **Registration of pupils during periods 2, 4 and 6**

Teachers are expected to complete their registers on ISAMS for all lessons during the day.

#### **Period 5: Afternoon Registration**

Period 5 teachers should complete ISAMS registration by **2.15pm**. Every pupil should receive either a present or late mark.

### ***9. Pupils signing out of school during the day***

It is essential that children arriving and leaving school with a parent/guardian outside the normal hours are signed in or out from the main Reception. The signing in/out register at Reception is used in the case of a fire or any other emergency as an appendix to class registers. Registers are checked regularly by the relevant member of the leadership team to ensure they are kept accurately by teachers, and to assess the reasons and incidence of any absences.

Advanced written or telephone communication between home and school should take place at least 48 hours before the appointment. Relevant paperwork is collated by Reception and filed in form absence envelope for the week. Pupil reports to main reception at time of appointment, signs out and waits to be collected by parents. This is confirmed by receptionist.

### ***10. Off Site Activities***

Pupils involved in offsite activities are stated in the bulletin. The Receptionist will transfer marks to SIMS. The lead member of staff is responsible for informing the receptionist of any changes to the pre-stated list.

### ***11. Examination Registration Protocols***

When instructed by the Deputy Head of Senior School that study leave has commenced, all pupils are marked on SIMS as S. Manual signing in sheets are produced for the study leave period. It is the responsibility of the pupils on study leave to sign in and out and the responsibility of the Deputy Head to co-ordinate attendance.

## **12. ISAMS Registration Codes**

SIMS registration codes can be found in Appendix 1

## **13. Preparatory School Registration Policy**

### **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 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.**

1. **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.

2. **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.
3. See Appendix 1 and 2 for further information on DFE guidance and the complete list of register codes.

## **14. 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.

## **15. Absences**

1. All informed absences will be marked on **iSAMS** by class teacher 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 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. STAFF ARE FORMALLY REQUESTED TO COMPLY WITH THE REQUIREMENTS OF THIS DOCUMENT.**

### **16. Monitoring and Review**

This policy is constantly being reviewed to take account of educational initiatives and respond to the future priorities of the school.

This policy will be monitored by the Assistant Head, who will report to the Head on its implementation on a regular basis.

### ***Appendix 1 – ISAMS REGISTRATION CODES***

N – Unknown

O – Unauthorised

R – Religious Observance

H – Holiday (Authorised)

S – Study Leave

E – Excluded

W – Work Experience

V – Trip

I – Illness

P – Sport

U – Late after registers close

M – Medical

J – Interview

G – Holiday (unauthorised)

## REGISTRATION POLICY

B – Educated Offsite

X – Non-compulsory school age absence

C – Other

T – Traveller Absence

Y – Exceptional Circumstances

Z – Pupil not yet on roll

# - School closed to all pupils