



Registration and Attendance Policy

(in conjunction with the Safeguarding and Missing Child policy)

This policy applies to all sections of RGS Prep, including EYFS. Our policy is intended to fulfil our school's aims and objectives.

Daily registration

Nursery

At RGS Prep, Nursery parents sign their child in at the start of the day and the Nursery Leader checks each pupil out again at the end of the session. Arrival and departure times are noted as well as the adult collecting the child. Pupils are also invited to be a part of the self-registration system.

The Nursery Leader will enter the data onto the electronic register by 9:00am.

Shell, KS1 and Prep Departments

In all other parts of RGS Prep, registration is completed by the Form Teacher in class sessions before 9am.

All parents are requested to phone or email in to explain a child's absence before 9:00 am.

After 9:00am any unauthorised absences are followed up by a phone call from a member of the School Office Staff. (The exception is made for those few pupils who travel in by public transport – these phone calls are made earlier) If there is no response from the parent, staff will continue trying and will also send an email. If no contact is made or if there appears to be a pattern of absence observed, the DSL will be notified. The DSL will decide about contacting Social Services or the Police.

Daily Routine 2024-25

8:25	Registration
8:35-8:55	Assembly
9:00 – 9:35	P1
9:40 – 10:15	P2
10:15– 10:35	Breaktime
10:40 – 11:15	P3

11:20 – 11:55	P4
12:00 – 12:35	P5 and EYFS lunch
12:35-13:00	EYFS play and KS1 and KS2 lunch
13:00 – 13:25	EYFS & KS1 reading and KS2 lunch
13:25- 14:00	EYFS & KS1 lesson 5 KS2 reading (13:35-14:00)
14:00 – 14:35	P6 including registration by teacher taking them for period 6
14:40-15:15	P7
15:20-15:55	P8; Form Time KS1 until 15:20 followed by Lates/Clubs
15:50	Form Time Prep followed by Lates/Clubs from 4pm

Security at the end of the session

In Pre-Prep, if a different person is collecting the child, parents are asked to speak with the child's Class Teacher or notify the office by phone or email.

In Prep, if pupils are travelling home independently, notification must be received from the parents. The school keeps a register of boys with permission to walk home unaccompanied. As a school, it is suggested that this is no earlier than Year 5.

Some pupils take the Tormead coach home. A member of SMT will escort the pupils to the Tormead coaches and ensure they are settled on the correct coach. The Head of Tormead Prep then assumes control and checks on seatbelts.

Absences

Every absence from school or games etc. needs to be covered by a note or email from home. All letters etc. are sent to the School Office where they are safely stored in the pupils individual file or on the secure database. After reading the note, form teachers initial to show that it has been noted.

The Head may give pupils exemption from school under 'exceptional circumstances', but this is discouraged. Requests for this type of absence must be authorised in advanced through the Head.

In registration at 8.30am and 2.00pm, any pupil who is not present in the register must be marked with O.

Registration forms

A registration pack is completed when a new child starts at RGS Prep. This contains information about each individual child's needs, date of birth, details of address and parents'/carer's contact details. Parents are also informed about the correct procedure for reporting absences. This information is stored confidentially in the locked filing cabinet in the School Office and is also saved on the school's secure (password protected) database.

Reviewed: Deputy Head AM July 2024
To be reviewed July 2025