



THOMAS'S FULHAM PUPIL ATTENDANCE GUIDELINES FOR STAFF/REGISTERS

The Attendance Officer for Fulham is Willa Barham. She is responsible for the following:

- Checking registers are taken.
- Following up emails / letters from/to parents, doctor's cert, etc.
- Analysing Statistics / absence trends with DSL
- Analysing late statistics/trends with DSL.
- Reporting concerns to the Head/DSL.

Registration times & Late arrivals

- Morning registers must be taken by teachers at **0840**. **Teachers do not mark pupils as late.**
- Pupils arriving after **0840** should be marked as L by the office. (Late).
- Pupils absent should be marked N (No reason) by the teacher unless a reason is known. The office will then check all N marks at 9a.m. and investigate the reason by contacting home.
- Afternoon registers should be taken by **1340 by whoever is teaching the class in the first lesson after lunch**. Specialist staff must take a register and question any absences – if unable to register electronically, please send a child, with a note to the office.
- Children must sign the 'in/out' book in the office if they leave, for any reason, during the day. Parents or nannies collecting pupils must report to the office.

Before School Activities (e.g. Choir, Running Club)

A club register must be taken at the start of the session. Pupils must go to their form room to register after club has finished. Registers for any club that finishes after 0840 must be handed to Emma/Willa for entry to iSAMS.

Dismissal Register

The teacher / assistant responsible for dismissing children must complete the dismissal register, this can be done on the iPad. Please ask Bevan Hill for assistance / set up. Any inputting errors must be reported to the office ASAP so we know where children have gone. If you can not access the system then a paper copy should be completed and given to the office.

List of Codes

Below are all the codes which can be selected for registration. Please mark N for an absent child if you don't know why. Emma/Willa will then chase parents and complete the register accordingly. Unexplained absences will be investigated.

It is important that teachers inform the office / forward emails from parents regarding absence in advance so that pupil files can be kept up to date. This is also important in cases of teachers covering registration so that any planned pupil authorised/unauthorised absences are not missed.

Requests for absence

Requests for absence during term time must be in writing by the parents to the Headmistress.

Email/iSAMS – System Down

If iSAMS is down teachers must send an email informing Willa of their registers. If email is down please send a child with a note informing the office which children are absent and reason, if known.

General/Common mistakes

- Please do not mark the pupil as Late if they have not yet arrived even if you know they are on the way in, use N.
- Make sure you register the correct pupil as absent.
- If you have not physically seen the pupil please mark as N (absent no reason).
- Please be aware of known absences being marked in advance – i.e. If the office is aware of a pupil planning to be away; for example on a School Visit, Emma/Willa or Jan will mark it in the register in advance. Please do not change pre-registered pupils to N (no reason) if a reason has been marked. **If the pupil is present then it is fine to change pre-registered absences.**

Code	Definition
/	Present for morning
\	Present for afternoon
#	School Closed to Pupils
B	Educated Off Site
C	Other Authorised Circumstances
D	Dual Registration
E	Excluded
G	Family Holiday (NOT Agreed)
H	Family Holiday (Agreed)
I	Illness
J	Interview
M	Medical / Dental Appointments
N	No Reason Yet Provided
O	Unauthorised Absence
P	Approved Sporting Activity
R	Religious Observance
U	Late (After Registers Closed)
V	Educational Visit or Trip
X	Non-Compulsory School Age Absence
Y	Unable to attend due to exceptional circumstances
Z	Pupil Not Yet on Roll

See also School Policies: [Attendance Policy, Safeguarding Children and Child Protection Policy](#)

This policy will be reviewed annually			
Latest Review: September 2019	By:	Lee Walters, Assistant head	Changes made
Next Review: September 2019	By:	Lee Walters, Assistant head	