KIRKHAM GRAMMAR SCHOOL

POLICY DOCUMENT

<u>ATTENDANCE</u>

This policy applies to Kirkham Grammar Senior School (KGS) only

Policy number: 6	Date last reviewed: November 2023	Next review: November 2026

OBJECTIVES

Every child of compulsory school age, who is a registered pupil of a school, must attend regularly.

A high level of attendance and punctuality is essential if pupils are to benefit from the educational opportunities available to them and achieve their full potential. Regular attendance and punctuality help prepare pupils for the responsibilities of adult life and for the work place.

This policy is supported by school policies on Safeguarding, Anti-Bullying and Behaviour and Sanctions. The procedures outlined in this policy are to be undertaken with regard to the statutory guidance "Children Missing Education" Aug 2024, and "Working together to improve school attendance" 2024.

LEGAL FRAMEWORK

The Education Act 1996 states that:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable –
a) to his age, ability and aptitude, and
b) to any special educational needs he may have,
either by regular attendance at school or otherwise

A person begins to be of compulsory school age –
a) when he attains the age of five, if he attains that age on a prescribed day, and
b) otherwise at the beginning of the prescribed day next following his attaining that age.

A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year –
a) If he attains the age of 16 after that day but before the beginning of the school year next following,
b) If he attains that age on that day, or

c) (unless para (a) applies) if that day is the school leaving date next following his attaining that age.

The law requires all schools including independent schools to have an admission register and an attendance register. All pupils (regardless of their age) must be placed on both registers.

AIMS

This policy aims to:

- Support pupils and their parents/carers to have the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education that we can offer.
- Make parents/carers aware of their legal responsibilities.

School education lays the vital foundations of a pupil's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Absence from school can place pupils at risk and in some cases result in their being drawn into patterns of anti-social or criminal behaviour. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

The school has a safeguarding duty of care to all its pupils. We take the role of ensuring a pupil's good attendance as part of our safeguarding duties. All schools are required to closely monitor attendance and report concerns to the local authority.

PRINCIPLES

As a school, an ethos of high levels of attendance and punctuality are recognised and valued across our whole school community. We realise that for a pupil to reach their full educational potential, a high level of school attendance is essential. We aim to work with parents/carers to ensure that our pupils attend every day and on time, unless the absence is unavoidable. We expect that our pupils will achieve 100% attendance but recognise that there may be exceptional or unavoidable reasons for absence, or absences relating to persistent health issues.

The following guidance has been taken into consideration when developing this policy: Working Together to Improve School Attendance August 2024.

DEFINITIONS OF LEAVE

We expect attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

Authorised absence:

An absence is classified as authorised when a pupil has been away from school for a legitimate reason such as:

- Illness or a medical appointment. There is an expectation that the pupil will be in school for registration or return to school after the appointment, depending on where the appointment falls within the school day and the health of the pupil.
- Religious Observance - only day(s) exclusively set apart for religious observance by the religious body to which the pupil's parents belong to.
- The leave of absence has been authorised due to a short and exceptional, unavoidable circumstance.

Unauthorised absence:

An absence is classified as unauthorised when a pupil is away from school without the permission of the school, even with the support of the parent/carer, such as:
- There has been no reason provided by the parent/carer to support an absence.
- Failure to follow school procedures or inform the school when taking a pupil out of school during term time.
- A leave of absence that has not been authorised due to not being considered an exceptional circumstance.

The Head will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad;
- Attending an interview;
- Study leave;
- A temporary, time-limited part-time timetable;
- Exceptional circumstances;
- A leave of absence is granted at the Head's discretion, including the length of time the pupil is authorised to be absent for.
- Where a pupil is absent from school without explanation or an unacceptable reason is given this is classed as an unauthorised absence.
- If a pupil truants from school or leaves school without permission, this is regarded as an extremely serious matter. It may take up a great deal of staff time and it may be necessary to inform the police that a pupil is missing. This is a matter both of discipline and personal safety.
- Under no circumstances should pupils leave school without permission from the school and without signing out.

GUIDELINES

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school prepared for the school day, punctually and in time for registration. Lateness is monitored and may be recorded as an unauthorised absence
- Inform school in advance of any medical appointments during school time. Parents may on occasion be asked to provide supporting information from the hospital, doctor or dentist, such as appointment details card/letter/text message in relation to the time requested. Where possible, medical appointments should be arranged outside of school hours.

- Ensure that they contact the school before 9am if their child is unable to attend school, citing the reason.
- Inform the school as soon as possible about a pupil's reluctance to come to school so that any problem can be quickly identified and dealt with.
- Follow application procedures regarding a request for leave of absence during term time, which should only be taken if absolutely necessary. Leave is not automatically authorised unless considered an exceptional circumstance.
- Notify school immediately of any changes to contact details, and ensure school has more than one name, address and telephone number as an emergency contact.
- Engage with early interventions designed to support the family and their child's attendance at school.
- Discuss attendance where necessary face to face or on the telephone – conversations are preferable to messages or emails.
- Monitor their child's attendance at school using the Parent App.

We expect that school staff will:

- Provide a safe learning environment.
- Keep regular and accurate records of attendance and punctuality.
- Monitor individual pupils' attendance and punctuality.
- When a pupil is off school for an approved educational activity, teaching staff will ensure that work is provided through Google Classrooms for pupils to complete upon return.
- Contact parents/carers when a pupil fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, information from a GP or other relevant body may be requested to assist school in offering appropriate support.
- Promote and celebrate good attendance and punctuality, for example through assemblies and parent/carer communications.
- Discuss irregular or unjustified patterns of attendance to the Local Authority Attendance Service.
- Provide intensive and bespoke support to pupils at risk of persistent absence. This will include reintegration plans for both short and long-term absentees as appropriate.
- Work alongside other services and teams to support pupils' attendance for example, the Local Authority and Early Help.
- Share attendance data with parents/carers and make it clear what good attendance and success looks like for their child.
- Communicate clearly and consistently with parents/carers and pupils regarding attendance.
- Consider an Individual Healthcare Plan for pupils with medical needs.
- If appropriate, staff should follow the school's safeguarding policies and procedures for pupils who go missing from education, particularly on repeat occasions. Wherever there is a suspicion of possible abuse, neglect or radicalisation, staff will inform the DSL (see policy no.9)

The school will inform the local authority (where the pupil is resident) where a pupil's name is going to be deleted from the admission register on the following grounds:

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- when the pupil has been taken out of school to be home educated,
- when the family has apparently moved away when the pupil has been certified as medically unfit to attend,
- when the pupil is in custody for more than four months, or has been permanently excluded.

The duty arises as soon as the grounds for deletion are met and in any event before deleting the pupil's name in accordance with Regulation 8(1) (d), (e), (g), (i) and (m) and Regulation 12(3) of the Education (Pupil Registration) (England) Regulations 2006 and KCSIE 2024.

All members of the school staff have a safeguarding responsibility for identifying trends in attendance and lateness and any concerns should be raised with the Attendance Manager. Where there are concerns, parents will always be informed by letter and/or telephone conversation and given an opportunity to come into school to meet with designated staff.

We expect that all pupils will:

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day.
- Discuss promptly with their Form Tutor/Head of Year any problems that may affect their school attendance.

PROCEDURES

- Parents/carers must always provide clear, detailed and valid reasons for any absences. Unauthorised absences will be recorded and acted upon.
- If a pupil is absent due to ill health, the parent/carer should contact school via Parent App as detailed in the Parent Handbook. Contact should be made on each day of absence for safeguarding purposes.
- Routine medical appointments should be made for the school holidays only. Emergency medical appointments should be requested via the Parent App with associated evidence provided.
- Holidays and days off during term time will not be authorised except in exceptional circumstances. Absences for the purpose of leisure and recreation are not considered to be exceptional circumstances.
- All requests should be made via Parent App, these will then be referred to the Head accordingly. We politely request that parents await the outcome of the request prior to making any bookings.
- Pupils will not be able to leave school early, except for exceptional circumstances. All requests should be made via Parent App as detailed in the point above.

During the School Day

- A pupil arriving in school after 8.50 am must report to School Reception and enter their name using the InVentry system located in Reception. He/she must then go to form tutorials or assembly, as appropriate, at the end of which they move off to lesson one. The Attendance Manager will amend the registers accordingly in line with confirmation provided by the parent/guardian.

- Any pupil who has to leave school before 4.00 pm for an approved educational activity/appointment, must report to School Reception, and complete the required details using the InVentry system. Field Days, school trips home or abroad, sports fixtures within the school day are deemed approved educational activities.
- If a pupil becomes unwell during the school day s/he must ask for permission from a member of staff to go to the School Surgery. If the Surgery Manager decides the pupil is not well enough to remain in school, they will contact parents/carers to collect them and notify relevant staff via the 'Absence From Lesson' email. **Pupils must never contact parents/carers directly to make arrangements to go home and must sign out at reception when they leave with their parents.**
- If a member of staff delays a pupil arriving to their registration/lesson on time, a pupil must be given a Late to Lesson card, (Appendix D), detailing who they have been with and what time they left. The pupil must present this to their teacher on arrival to the lesson. (Appendix E).
- If a pupil chooses to not attend a lesson, the HOD/HOY must report any act of truancy to parents/carers. Any pupil found truanting will be liable to school sanctions such as detentions. (Appendix C)
- Unacceptable reasons for absence will be dealt with by the Deputy Head (Pastoral) in the first instance. However, the Head must be kept informed and may choose to become involved if the case is a serious one.

High Attendance

- Form Tutors should praise a pupil's good attendance/punctuality.
- If deemed appropriate, a pupil's attendance and punctuality record should be commented upon on their end of term school report.

Low Attendance

- The Deputy Head (Pastoral) will monitor unauthorised absence, particularly where pupils go missing on repeated occasions (Appendix A).

- Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps (calling home, letters home, contact sibling's school(s), contact any service known to be involved with the pupil/family) have been taken to establish their whereabouts without success, the school will refer to the Fylde and Wyre Children Missing Education Team. The team can be contacted on 01772 531383.

REGISTRATION AND ATTENDANCE IN THE SIXTH FORM

Additional arrangements apply to the Sixth Form. They are as follows:

Registration

Pupils must register with the Tutor each day at 8.50 am. If a pupil arrives after 8.50 am, they must sign in using the Inventry System at School Reception on arrival. Registration will also be taken in every lesson which is monitored by the Head of Sixth Form.

Attendance

In the event of no timetabled lessons after 2.00 pm, a pupil can seek permission from

the Head of Sixth Form to leave the premises for the remainder of the day. This will be at the Head of Sixth Form's discretion.

Absence should be reported by parent/guardians on the Parent App or via the absence reporting line before 9am on the day of the absence.

Pupils wishing to sign out, during a free period or break, may do so by signing out and back in at School Reception using the Inventry system. This privilege is intended to be used for short local errands only, (for example, to local shops) and may be withdrawn if abused.

Boarding House Pupils

Classroom attendance: pupils are expected to attend all scheduled lessons, activities and study sessions unless there are valid reasons for the absence (such as illness). Excessive or unexplained absences from classes or scheduled activities may result in consequences.

Reporting absences: In the case of illness or other legitimate reason for absence - this is reported by the Head of Boarding to the Attendance Manager. If a pupil has left to return home for the weekend and is unable to return to the boarding house due to illness - contact must be made in writing to the Head of Boarding from the parent/guardian.

If a pupil becomes unwell during residence in the boarding house, they report to the surgery manager and can remain in sick bay unless arrangements are made for them to return home.

Boarding House attendance rules: Boarding House pupils are expected to be present in the house by a specific time (eg by evening curfew) unless they have prior approval for being out.

Permission to leave the premises: pupils wishing to leave the Boarding House for personal reasons (eg to visit family or go on an outing) must seek permission from the Head of Boarding.

Sign out procedures: when a pupil leaves the Boarding House, they must follow a formal sign out or check in procedure. This ensures their whereabouts are always known, contributing to their safety.

Weekend and Holiday leave:

Weekend leave: pupils are allowed to go home or visit friends/family at the weekend but they require prior approval from the Head of Boarding and are expected to return on a Sunday evening for roll call by 8.30 pm.

Holiday procedures: Should an overseas pupil require 'special considerations' to be made to allow them time to travel within the term time period, a request for permission must be made in writing directly to the Head in advance of the occasion.

KEEPING CHILDREN SAFE IN EDUCATION

Pupils' attendance will be monitored by Form Tutors and the Attendance Manager through the daily register. Patterns of poor attendance will be raised with Heads of Year and the Deputy Head (Pastoral). Pupils failing to attend school regularly or missing 10 days or more without authorisation will be reported to the Local Authority.

The school will also notify the LA of any pupils who are placed on/off roll during the school year within 5 days.

The attached forms will be sent to onroll/offroll@lancashire.gov.uk and a record kept on the pupil file. iSAMS will also be updated as a record of this action.

Care Guidance and Support will meet weekly to register any of the above changes regarding Attendance. The Deputy Head (Pastoral) will be responsible for such records.

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NOTIFICATION OF ADMISSION TO SCHOOL ROLL

Lancashire County Council

The Education (Pupil Registration) (England) Regulations 2006, as amended requires all schools to notify the local authority when pupils are admitted to the school roll. This notification should be completed and submitted within five days of a pupil's name being added to the admissions register.

Completed forms should be sent by secure email to onroll@lancashire.gov.uk

Notifying Person		Telephone No			
School Name				School No	
Email Address				Date	

Pupil Full Name		Pupil Sex	
Pupil Date of Birth		UPN	

Is the pupil dual registered?	N ☐ Y ☐	Other School Name	
Date Pupil Admitted to Your School Roll			

Please include details of all known parents of the pupil:

Title		Forename		Surname			
Address (Including post code)				Does the child normally reside with this parent?	N ☐ Y ☐		
Telephone number							

Title		Forename		Surname			
Address (Including post code)				Does the child normally reside with this parent?	N ☐ Y ☐		
Telephone number							

Please continue on a separate sheet if necessary

If applicable, any known future addresses	

Name of Last School Attended	
Address of Last School Attended	

It is the school's responsibility to ensure that this form is sent securely to: onroll@lancashire.gov.uk. If further advice regarding secure email is required schools should check with their Information Governance Manager.

NOTIFICATION OF DELETION FROM SCHOOL ROLL

The Education (Pupil Registration) (England) Regulations 2006, as amended requires all schools to notify the local authority when pupils are deleted from the school roll.

This notification should be completed and submitted as soon as the criteria for removal is met and must be received by the authority before the pupil's name is deleted from roll.

Completed forms should be sent by secure email to offroll@lancashire.gov.uk

Notifying Person			Telephone No	
School Name			School No	
Email Address			Date	

Pupil Full Name				
Pupil Date of Birth			UPN	
Is the pupil dual registered?	N ☐ Y ☐	Other School Name		
Full Name of any Parent(s) with whom the Pupil Normally Resides				
Address of any Parent(s) with whom the Pupil Normally Resides				
Contact telephone numbers for above parent(s)				
(If applicable) New Pupil Address				
Name of parent(s) with whom the Pupil will reside			Start date at new address	
(If applicable) Name of new school			Start date at new school	

Date the pupil is to be removed from roll (please note Special Schools must obtain consent from the Local Authority before removal)	

Applicable regulation for removal from roll (Education (Pupil Registration) (England) Regulations 2006)	Please indicate which one applies
8(1) (a) the pupil is subject to a school attendance order and the Local Authority has amended the order to name another school or the Local Authority has revoked the order.	☐
8(1) (b) the pupil has been registered at another school and is not to be dual registered (ie school to school transfer and pupil has been confirmed on roll at the new school)	☐
8(1) (c) the pupil was dual registered and written consent has been obtained from the headteacher of the other school for the child to be removed from roll.	☐

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8(1) (d) the parent has confirmed in writing that they are electing to home educate the child 　　**A referral must be made via Elective Home Education Team portal site **	☐
8(1) (e) The pupil no longer ordinarily resides at a place which is a reasonable distance from the school at which she/he is registered 　　**if no destination school is confirmed please complete a CME referral***	☐
8(1) (f) the pupil failed to return within 10 school days after a period of authorised leave and the Local Authority and the school cannot locate the pupil. A referral to CME must have been made before removal from roll and time allowed for the team to investigate. Date of CME referral: _____	☐
8(1) (g) the school medical officer has certified that the pupil is unlikely to attend school before they cease to be compulsory school are and there has been no indication from the pupil or parent that they intend to continue into 6th form provision.	☐
8(1) (h) the pupil has failed to attend school for 20 days (marked unauthorised) and the Local Authority and the school cannot locate the pupil. A referral to CME must have been made before removal from roll and time allowed for the team to investigate. Date of CME referral: _____	☐
8(1) (i) that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the headteacher does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.	☐
8(1) (j) the pupil has died	☐
8(1) (k) the pupil will cease to be of compulsory school age before the school next meets and will not be remaining at the school	☐
8(1) (l) the child is no longer a pupil at an independent school. 　　**if no destination school is confirmed please complete a CME referral***	☐
8(1) (m) the pupil has been permanently excluded from the school (school has received confirmation from the Local Authority that the pupil may now be removed from roll)	☐
8(1) (n) the pupil was on roll at the school's nursery and when this finished, the pupil did not continue on to another class at the school.	☐
8(1) (o) a pupil is a boarder at a non-independent school where charges payable by the parent have not been paid for the current term by the end of that term.	☐

It is the school's responsibility to ensure that this form is sent securely to offroll@lancashire.gov.uk. If further advice regarding secure email is required schools should check with their Information Governance Manager.

A GUIDE TO REGISTRATION CODES

Below are the most frequently used DfE codes available on iSAMS. There are others which we are highly unlikely to use.

/	Present in school during registration	/ = am \ = pm
N	Used in first instance	Out for whole session. Reason not yet known. Update within 5 days after the session.
B	Attending any other approved educational activity	Transition days, courses at college, an activity at another educational institution
C	Other Authorised Circumstance	Use when you have a note which does not fit any other code, eg moving home, bereavement, wedding
CA	Curriculum Activity	LAMDA, music, counselling (on-site), learning support
C1	Regulated Performance	Used for off-site commitments
E	Excluded but no alternative provision made	Use for suspensions and exclusions
F	Extended Family Holiday (Agreed)	Rarely used
G	Family Holiday (Not Agreed)	Use if a term-time holiday has not been sanctioned by HM
I	Illness	Use if absence reporting line memo received or a parental note has been received
J	Interview	Used when school is satisfied that the interview is linked to further education or employment prospects
L	Late	Used if a pupil arrives late and before the register closes (**10** minutes after registration finishes)
M	Medical/Dental Appointments	Use for either half-day or full day medical appointments
O	Unauthorised Absence	Only used for absences deemed to be unauthorised by the HM
P	Approved Sporting Activity	Use when a pupil is involved in a supervised out of school sporting activity approved by the school
Q	Unable to attend school due to lack of access arrangements	Any unavoidable cause. Examples include: widespread disruption to travel, part(s) of school closed
R	Religious Observance	Use for Religious Observance with extra days around this, sanctioned by the Head, recorded as C
S	Study Leave	Use for Study Leave for exam groups
V	Educational Visit or Trip	Used for school organised educational visits/trips also used for university open days
W	Work Experience	Only supervised work experience can be counted as an approved educational activity
Z	Prospective pupil not yet on admission register	
#	Planned whole school closure	eg Speech Day

Absence from Lesson Process

1. Email Notification
- A teacher reports a pupil's absence by sending an email to the Absence from Lesson Team.

2. Acknowledgment & Initial Check
- A team member responds to the email to confirm they are handling the situation.
- They check the attendance register to verify if the absence is an error or if the pupil has been marked present earlier in the day.
- Reception or Attendance Manager is also contacted in case the pupil has signed in late or left for an authorised reason. LAMDA/Music Lessons/misc. rehearsals/ Fixtures/trips/parental meeting/pastoral hub

3. On-Site Search Initiation
- A designated team member collects a walkie-talkie (or uses their own mobile phone) from reception before beginning the search.

4. Search for the Pupil
- The team member conducts a search of the school premises
- Recent classrooms/toilets/library/
- School grounds (if necessary)

Pupil Located – Next Steps

A. If the pupil has returned to class:
- The teacher must send a follow-up email to the Absence from Lesson Team confirming the pupil's return. (Reception to let staff searching for pupil know)

B. If the pupil is located elsewhere:
- The team member informs reception/attendance manager of the pupil's whereabouts.
- Depending on the situation, next steps may include:
  - Escorting the pupil back to class.
  - Notifying pastoral hub/safeguarding if there are concerns.

5. Pupil Not Found – Escalation Procedure
- If the pupil is not found within 15 minutes, escalate the situation by:
  1. Notifying senior staff, pastoral hub/safeguarding team.
  2. Conducting a second, more detailed search (including outdoor areas, toilets, and known pupil hangout areas).
  3. Checking with classmates or friends to gather information on their last known location.

6. Parent/Guardian Communication (If Required)
- If the pupil remains unaccounted for after completing all checks in point 5, the designated senior staff member or safeguarding team will contact the parent/guardian to:
  - Confirm if the pupil is at home or has left the school premises.
  - Gather any relevant information on their whereabouts.

7. Documentation & Follow-Up

- Every absence case, where a pupil was unaccounted for, for more than 15 minutes and where there was no legitimate reason for absence, must be recorded in CPOMS, noting:
  - Time of absence report.
  - Steps taken to locate the pupil.
  - Outcome (returned to class, found elsewhere, escalated, sanctions).
- Frequent absences should be flagged for further monitoring and pastoral support.

Additional Preventative Measures

- Pattern Tracking:
  - If a pupil frequently misses lessons, their absence should be reviewed by the pastoral team/DSL/DDSLs for possible interventions.

- Staff Briefings:
  - Vulnerable pupils who have been unaccounted for or who have poor time management, should be shared with all staff. Staff to report absence from lessons at the start of the lesson and take proactive measures (eg, seating arrangements, check-ins).

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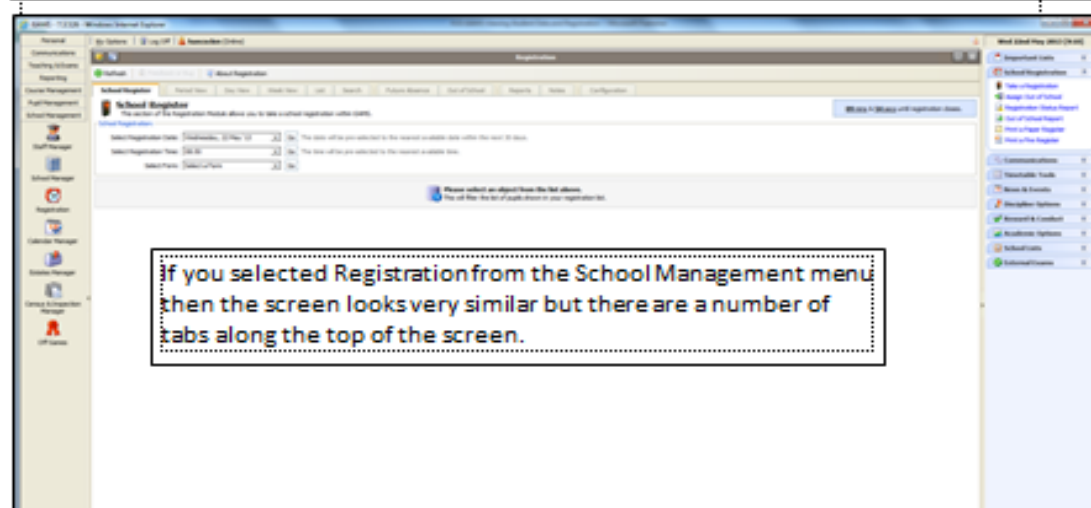## Page 8 —School Registration (1)

To take a morning or afternoon register for a form, either click on **'Take a Registration'** from the **'School Registration'** menu or click on **'Registration'** from the **'School Management'** menu.

If you are within the 'Registration Open' window the current registration date and time will already be populated in these boxes, all you need to do (if you are not that form's Form Tutor) is select the Form from the drop-down menu. If you are outside the registration time you will need to choose the date and time as well.
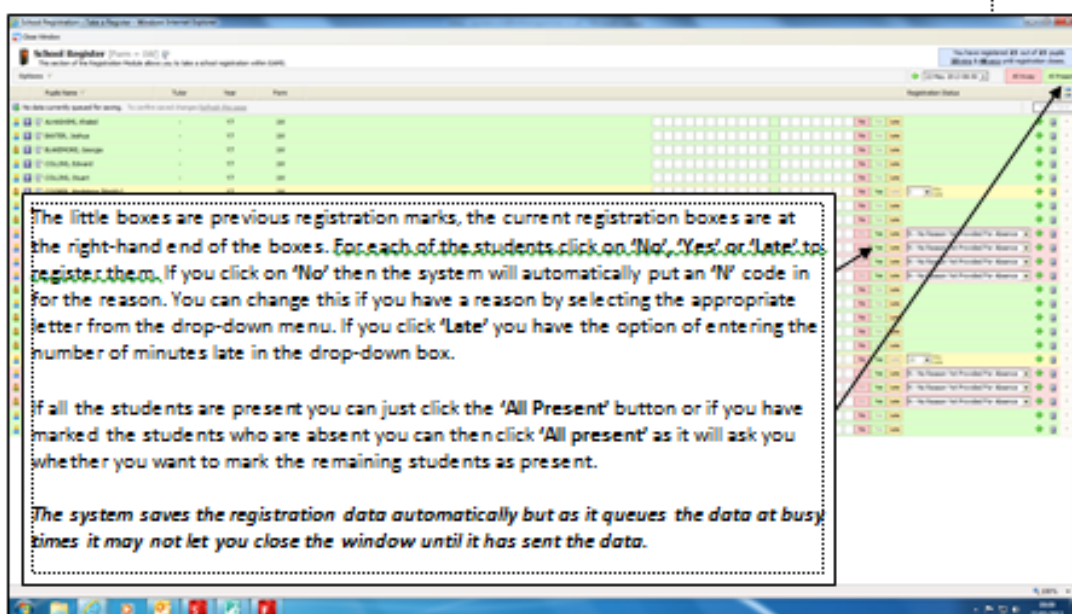
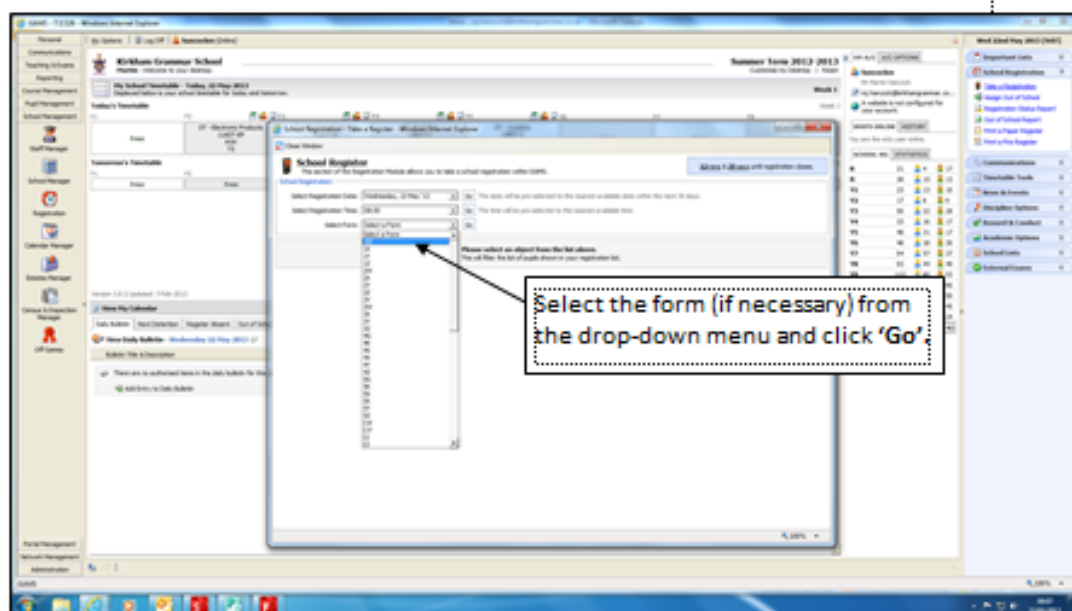**Don't use this screen for amending registers as there is a better way (see Page 24).**

If you selected Registration from the School Management menu then the screen looks very similar but there are a number of tabs along the top of the screen.
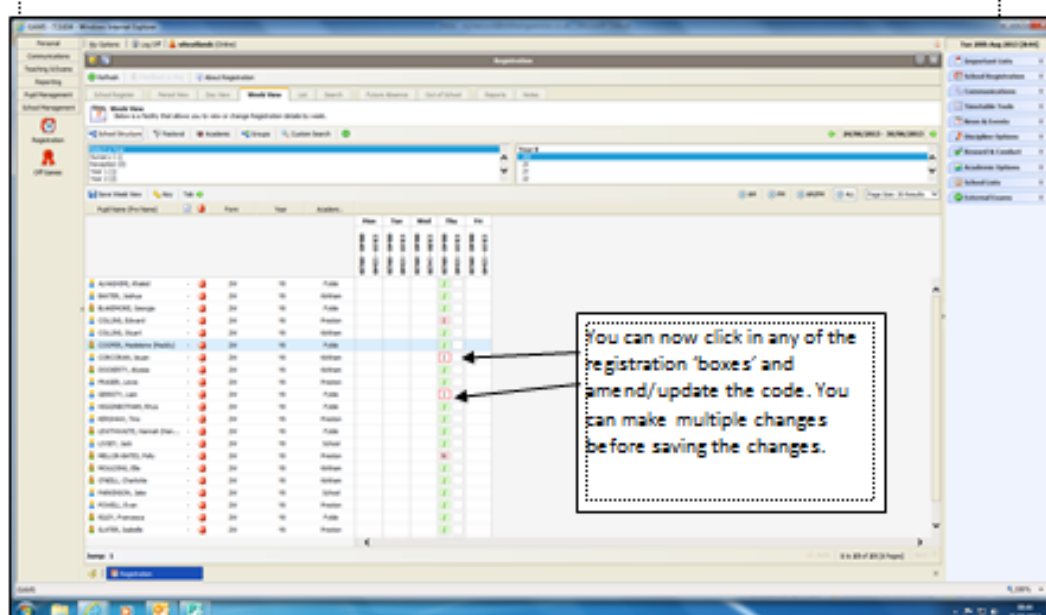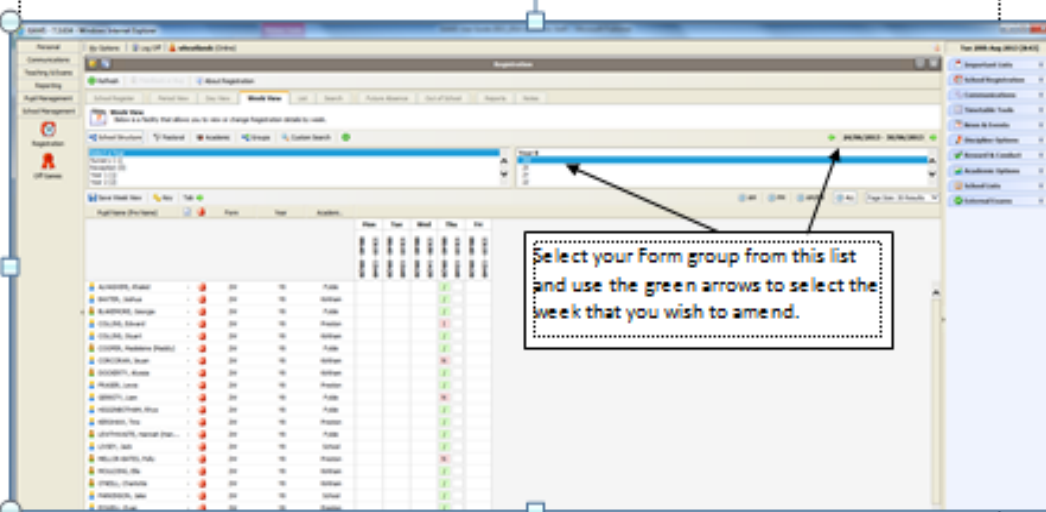
1

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Page 9—School Registration (2)

Select the form (if necessary) from the drop-down menu and click 'Go'

The little boxes are previous registration marks, the current registration boxes are at the right-hand end of the boxes. For each of the students click on 'No', 'Yes' or 'Late' to register them. If you click on 'No' then the system will automatically put an 'N' code in for the reason. You can change this if you have a reason by selecting the appropriate letter from the drop-down menu. If you click 'Late' you have the option of entering the number of minutes late in the drop-down box.

If all the students are present you can just click the 'All Present' button or if you have marked the students who are absent you can then click 'All present' as it will ask you whether you want to mark the remaining students as present.

The system saves the registration data automatically but as it queues the data at busy times it may not let you close the window until it has sent the data.

Attendance (KGS) - Appendix D - November 2023 (v04) updated May 2025

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Page 28— Amending/Updating Registers (1)

To amend or update your register select 'Registration' from the 'School Management' menu. From the tabs at the top of the screen select 'Week View'.

Select your Form group from this list and use the green arrows to select the week that you wish to amend.

You can now click in any of the registration 'boxes' and amend/update the code. You can make multiple changes before saving the changes.

Attendance (KGS) - Appendix D - November 2023 (v04) updated May 2025

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Page 29— Amending/Updating Registers (2)

Once you have finished making the changes click on **Save Week View**. You will get a confirmation of how many alterations you have made, if you are happy with this then click **Yes**.

Your register will now be updated to reflect the changes you have made.

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LATE TO LESSON CARD

Name: _____ Form: _____

Reason: _____

Date: _____

Staff Member: _____

KIRKHAM GRAMMAR SCHOOL

LATE TO LESSON CARD

Name: _____ Form: _____

Reason: _____

Date: _____

Staff Member: _____

KIRKHAM GRAMMAR SCHOOL

LATE TO LESSON CARD

Name: _____ Form: _____

Reason: _____

Date: _____

Staff Member: _____

KIRKHAM GRAMMAR SCHOOL

LATE TO LESSON CARD

Name: _____ Form: _____

Reason: _____

Date: _____

Staff Member: _____