



## BCIS Registration Marks Policy

This policy outlines the procedures for learner attendance, lateness, and absence to ensure accurate record-keeping and promote a culture of accountability. The aim is to safeguard learners, maintain effective communication with guardians, and address attendance concerns promptly.

### Registration Process

#### Lead Tutor Responsibilities:

- The **Lead Tutor** is responsible for completing the class register at the start of each session.
- Learners will be marked as **Present** or **Absent**.
- If a learner is late, the Lead Tutor must record the number of minutes late and the reason for lateness.
- A Punctuality Slip must be completed by the learner and handed to lead tutor upon arrival.

Lead tutors must monitor the school register to track attendance and address lateness or absences promptly. Lead tutors should challenge learners respectfully at a convenient time, explaining the importance of attendance and providing details on missed work. Understanding the reasons behind absences, through conversations with learners and support staff, as this helps to address underlying issues and ensures learners stay engaged and supported.

#### Register Closing Time:

For the Lead Tutor, the BCIS register will close at the following times, after which, it will be the support tutor's responsibility to update.

- 20 minutes into the first session (9.40am)
- 15 minutes into the second session (11:10am)
- 15 minutes into the afternoon session (1.20pm)
- 10 minutes into final session (2.50pm)

#### Support Staff Responsibilities:

- Support staff will follow up with learners who are marked as absent by contacting their guardians; this will be done via a SMS (text) message, and possibly followed up with a phone call if a response is not received.
- If the absence is later deemed authorised (e.g., due to sickness), the register will be updated accordingly.

#### Lateness:

- Guardians will be notified if their young person has not yet arrived at school, this will take place after 20 minutes of the 1<sup>st</sup> session has passed. Guardian will be updated if learner does arrive.





- If guardian informs school that young person is running late, the school will provide an update to guardian upon the learner's arrival. In this case, if the learner has not arrived at school by 1:15pm, a follow up message will be sent via SMS (Text).
- Persistent lateness will be discussed with the learner and guardians to address and resolve issues.

## Absence Protocol

### Guardian Responsibility:

- Guardians should contact school prior to BCIS registration, which takes place at 9.35am if they know that their young person is running late, or if they are going to be absent, and provide reasoning.
- Guardians must inform the school daily if their young person will be absent.
- Absences of more than **three consecutive days** require evidence (e.g., doctor's note, medication proof, image of booked appointment or images of injury) to be marked as authorised.

### Authorised Absence:

- Absences due to sickness or injury can be authorised upon receiving adequate evidence.
- The school can backdate an unauthorised absence to authorised status within **a 10-day period** if sufficient proof is provided.

### Unauthorised Absence:

- If the school does not receive any update from the guardian, the absence will be marked as **unauthorised**.
- Absences will also remain unauthorised if the school determines the reason provided by the guardian is insufficient.

## Guardian Notifications

If a learner has not attended by:

- **20 minutes into the first session, and no update provided by guardian:** A message will be sent to the guardian via SMS (Text).
- **15 minutes into the second session, and no update provided by guardian:** A second message will be sent via SMS (Text).
- **15 minutes into the afternoon session, and no update provided by guardian:** A third message will be sent via SMS (Text), notifying the guardian that the absence has been reported to the **Designated Safeguarding Lead (DSL)**. This information may also be passed on to our SSO (Safer Schools





officer).

Please note; a phone call may be made to guardians regarding their young persons attendance if the School deems this a necessary step.

### Safeguarding Concerns

If the school is unable to contact guardians or confirm a learner's whereabouts after multiple attempts, the matter will be escalated to the **Designated Safeguarding Lead (DSL)** for further investigation.

- The school may ask for additional details regarding a learner's symptoms or circumstances to confirm whether an absence can be authorised.
- If a guardian notifies the school of a fourth-day absence, a message will be sent informing them that evidence is required for the absence to be authorised.

### Communication with Guardians

BCIS values consistent and timely communication with guardians. Updates will be provided as necessary to ensure guardians are informed of their child's attendance status.

This policy ensures that all staff, learners, and guardians are aligned in maintaining a secure and efficient attendance system.

| Date Updated | To Review | Responsibility |
|--------------|-----------|----------------|
| July 2025    | Jul 2027  | JB             |



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