



Registers Policy (Whole School including EYFS)

This is the policy for the completion of the school registers. Please remember that a school register is a legal document. In order for us to have a cohesive approach to the completion of the registers, the following should be noted:

- All registers must be password protected by the class teacher.
- All data for iSAMS must be inserted by the school office.
- The register codes must be used to indicate absence.
- Registers must be sent to the office at 8.40 am and 1.30 pm.
- All parents are asked to phone into school by 9.30 am on the first day of an absence. A note from the parent should be sent in when the pupil returns to school, either in writing or by email.
- Any advance recording of an absence due to a pre-arranged appointment will be entered by the school office staff.
- The school secretary will check the registers at 8.45 am and 1.30 pm to ensure all classes have completed them.
- The school secretary and deputy head carry out an audit of class attendance and absences each half term.

At the end of each academic year the class teacher will print a summary of the pupils' attendance to be kept as part of the child's school record.

NB Most absences at primary level are explained by the parents. In our school, where the pupils are all delivered and collected (except in the summer term when Year 6 are often travelling to and from school alone in preparation for secondary), it would be very unusual to have an unexplained absence and possible truancy. However, we need to reinforce our policy of having a note or email communication on return to school and not just a verbal explanation or a message in the homework diary which cannot be filed.

Reviewed October 2018 AC

Reviewed July 2019 AC

Reviewed August 2020 AC