

## 3.1.1 Registers

### Notes from staff meeting on Tue. Relating to Registration.

School registers are a legal requirement & have strict guidelines.

- Must use Black pen
- Any marks in register must use code letters described in register
- Any amendments to the register must have accompanying note;
  - who made the alteration (initials fine)
  - Date amendment made
  - Signature of person who made change (signed initials are fine)

### Morning Registration

- 8:45 Louise fill's in 'Fire Register' in assembly hall
- 9:00 this is passed to JB at 9am at the beginning of assembly
- 9:15 approx. 'Fire Register' sent up to classes at end of assembly for staff to check attendance.
  - Staff take register after assembly, usually 9:20-9:25
    - Pupils not present at class registration are left blank in the register & unless the member of staff knows reason & then put the appropriate mark in the register.
    - Registers sent to office.
      - Any pupils arriving after you have sent the register to the office, must visit the office immediately on entering the school, so they can be marked in.
- Office checks for messages from parents of children not in school
  - Office contacts any parents who's child is not in school & we have not been informed a reason.
  - Office fills in Electronic register for any pupils not present in class registration
- 10:10 is the close of registration

### Afternoon registration

- 1:05 to 1:15
- Staff take register 1:00-1:05
  - Pupils not present at class registration are left blank in the register & unless the member of staff knows reason & then puts the appropriate mark in the register.
  - Registers sent to office.
    - Any pupils arriving after you have sent the register to the office, must visit the office immediately on entering the school, so they can be marked in.
- Office checks for messages from parents of children not in school
  - Office contacts any parents who's child is not in school & we have not been informed a reason.
  - Office fills in register for any pupils not present in class registration
- 1:15 is the close of registration

### Flexi Schooling

- Henry Hood, Keida West, Jacob Sheldon etc
- When they are not in school please use 'C'