



Shaftesbury Park Primary School



Attendance and Punctuality

REGISTER

Teachers to do their register in the morning and afternoon

Teachers to complete registers accurately and punctually twice a day

Register to be taken at 9.05am everyday and saved by 9.10am
(If every teacher took their register at the same time this will ensure that we have consistency across the classes with siblings. Also ALL late children must come via the reception and collect a late slip)

Register to be taken straight after lunch and saved

If a child is not present when the register is called then they must be marked as absent. If they arrive as the register is still being called they are marked as LATE!!!

ALL children MUST have a late slip when entering the class during/after registration

All registers must be marked am and pm. If the class is going on an outing or different circumstances occur eg: going to the church, assemblies the register still has to be taken. If any child is not going on a trip and is staying in school please give the list of children and what class they are in to the reception

Teachers should only use the present or absent mark all other codes for any kind of absence will be applied by the designated person. Teachers to add any reason for absence in the comment box

Chase up any unknown absence when the child returns to school with the parent/carer

Any concerns to be reported immediately to the designated person in charge of attendance and punctuality

March 2017

Review date: March 2019