



Wetherby Kensington
4 Wetherby Gardens
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Digital Attendance Register Policy

Policy reviewed by: Helen Milnes

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Reviewer's Signature: *Helen Milnes*

Head Teacher's Signature: *Helen Milnes*

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



Wetherby Kensington

Digital Attendance Register Policy

Wetherby Kensington uses SIMS, a management information system, to register and monitor attendance by pupils, including those in EYFS (Reception). The timeline below displays guidelines to be followed in completing the digital attendance register.

8.30am – 9.00am Boys arrive to class.

If parents have called before registration the school office will e-mail the class teacher to let them know a boy is absent and the reason for this. The school secretary will do this for all year groups.

The arrival times may be changed due to health and safety measures being put in place to manage social distancing and protection of class bubbles during the coronavirus pandemic.

9.00am – 9.05am Attendance is recorded by class teachers using the digital register.

- The teacher uses the option / (present – am) if the pupil is in attendance
- If the pupil is not present, then the teacher uses the appropriate option if the reason for the absence is known. e.g. M (medical / dental)
- If the reason for absence is not known, then teachers are to use the symbol N (no reason yet provided for absence)

After 9.00am

Boys who arrive late to school are directed to the school office. They must fill in the respective late book which resides in the school office. The late book includes the boy's name, time of arrival and reason for late attendance.

At 9.15am

- The school office checks the digital register to ensure all classes have completed it
- All boys arriving after the registers have been saved and printed are required to sign in the late book which is kept in the school office. In the event of an evacuation the register folder, along with the late and day books, will be taken to the respective assembly point
- The school office will change the reason for absence to 'Medical (M)' for boys whose parents have notified the school their son is ill
- Any boys who are now unaccounted for will have their parents contacted to find out the reason for their absence

Once this is verified the whole school attendance register is printed out, at approximately 9.30am by the school office and placed in the relevant folder in the school office.

The school office will then send out an email detailing the reasons for pupil absences when appropriate.

Afternoon Registration

This will take place directly after lunch and the correct symbol must be registered next to each boy's name. This registration is completed by the teacher who takes the class for their first lesson after lunch.

In the case of SIMS not working

If a member of staff cannot access SIMS when doing the class registration or SIMS is not working then the following must happen:

- The member of staff must do a paper registration on the grid that has all the boys' names on it. This grid should then be taken to the school office. The school office will input the registration of the class into SIMS when it is working again. The class registration grid will then be returned to the class teacher after the details have been inputted

In the case of a fire alarm or emergency requiring evacuation.

At 4 Wetherby Gardens the school office, or in her absence the Headmistress will collect the Reception, Year 1, 2 and 3 registration folder, the late book and the day book and take these to the year group assembly point.

The relevant documents will then be given to the class teachers to check that all the boys are accounted for.

Any pupil missing must be brought to the attention of the Headmistress or designated person.

When a boy leaves school or returns to school during the day

When a boy leaves school during the school day he must go to the school office and sign out in the day book.

If this boy then returns to school he must go to the school office and sign back in, with time of arrival, in the day book.

When classes leave the school

When a teacher takes a class outside of the school premises they must mark off who is absent from their class on the class register list before leaving the building. This is to make sure that the staff have an up to date record of who is in school and who is not. The class list is kept in the off-site folder in each classroom. This folder contains the class contact details, club lists, emergency contact numbers and an evacuation map. This is not applicable when taking the pupils to play at the front of school.

This policy will be reviewed annually