



Wetherby School
Little Wetherby and Reception
19 Pembridge Villas
London
W11 3EP

Wetherby School
Years 1, 2 and 3
11 Pembridge Square
London
W2 4ED

Digital Attendance Register Policy

Policy reviewed by: Mark Snell

Review date: June 2021

Submission: June 2021

Policy actioned from: September 2021 – August 2022

Next review date: June 2022

Reviewer's Signature:

Handwritten signature of Mark Snell in black ink.

Head Teacher's Signature:

Handwritten signature of Mark Snell in black ink.

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 School; 'parents' refers to parents, guardians and carers.



Wetherby School

Digital Attendance Register Policy

Wetherby School uses SIMS, a management information system, to register and monitor attendance by pupils, including those in EYFS.

The timeline below displays guidelines to be followed when completing the digital attendance register.

8.30 – 8.50 Boys arrive to class.

If parents have called before registration the school administrator will e-mail the class teacher to let them know a boy is absent and the reason for this. The Headmaster's P.A., at 11 Pembridge Square, and the school secretary, at 19 Pembridge Villas, will do this for Years 1, 2 and 3 and for Reception and Little Wetherby, respectively.

8.55 – 9.00 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 8.55

Boys who arrive late to school are directed to the school office at either 11 Pembridge Square or 19 Pembridge Villas. They must fill in the respective late book which resides in the school offices. The late book includes the boy's name, time of arrival and reason for late attendance.

At 9.15

- The Headmaster's P.A., at 11 Pembridge Square, and the school secretary, at 19 Pembridge Villas, check 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 Headmaster's P.A., at 11 Pembridge Square, and the school secretary, at 19 Pembridge Villas 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 for each site, at approximately 9.30, by the Headmaster's P.A., at 11 Pembridge Square, and the school secretary, at 19 Pembridge Villas and placed in the relevant folder in the school office. There are three folders: one for Little Wetherby and Reception (19 Pembridge Villas) and two for Years 1, 2 and 3 (11 Pembridge Square) due to evacuation procedures.

The Headmaster's P.A., at 11 Pembridge Square, and the school secretary, at 19 Pembridge Villas 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.

Little Wetherby

At Little Wetherby there are two sessions that boys can attend: mornings or afternoons. The same procedures detailed above are followed for both morning and afternoon sessions.

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 offices. 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 19 Pembridge Villas the school secretary, in her absence the Head of Little Wetherby and Reception (Pastoral), will collect the Little Wetherby and Reception registration folder, the late book and the day book and take these to the year group assembly point.

At 11 Pembridge Square the Headmaster's P.A. and bursar, in her absence the Assistant Head (Pastoral), will collect the Year 1, 2 and 3 registration folders, the late book and the day book and take these to the year group assembly points.

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 Headmaster or designated person in charge of the school.

When boys leave school or return 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 the school, apart from going to square, they must mark off who is absent from their class on the class register list before leaving the building. The class list is kept in the offsite folder in each classroom. This folder contains parents contact information, school emergency contact numbers, class register, dietary & medical list(s), recognition and management of an allergic reaction/ anaphylaxis document, protocol for crisis management - educational visits and journeys, lockdown procedure for 11PS or 19PV, emergency evacuation procedure 11PS or 19PV, emergency evacuation map, football / cricket club list (Year 2 and 3 only), list of First Aiders.

This policy will be reviewed annually