

Digital Attendance Register Policy



GRIFFIN HOUSE
PREPARATORY SCHOOL

Griffin House Preparatory School
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Digital Attendance Register Policy

Policy reviewed by: Helen Milnes

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Next review date: June 2024

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



Griffin House School

Digital Attendance Register Policy

Griffin House uses iSAMS, a management information system, to register and monitor attendance by pupils, including those in EYFS (Reception and Pre-School). The timeline below displays guidelines to be followed in completing the digital attendance register.

8.40am – 9.00am Children arrive to class.

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

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

Children who arrive late to school are directed to the school office. They must fill in the respective signing in and out book which resides in the school office. The signing in and out book includes the child'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 children arriving after the registers have been saved and printed are required to sign in the signing in book which is kept in the school office. In the event of an evacuation the register folder, along with the signing in and out book, will be taken to the respective assembly point
- The school office will change the reason for absence to 'Medical (M)' for children whose parents have notified the school their child is ill
- Any children 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.

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Afternoon Registration

This will take place directly after lunch for Reception to Year 4. In Pre-School, the register is taken at 12pm after the end of the morning session. Due to the time that Year 5 and 6 have their lunch, afternoon registers are completed at 1pm. This is just before the children go down for lunch. As per the morning registers, the correct symbol must be registered next to each child's name. This registration in Pre-School to Year 4 is completed by the teacher who takes the class for their first lesson after lunch. The registration in Years 5 and 6 is completed by the teacher who takes the class before lunch at 1pm.

On a Wednesday the school will go swimming in allocated sessions throughout the day. This means that some year groups are off-site when their afternoon register should be completed. The classes who are off-site during this time will email the school office once all of the children are on the coach. The school office will then input all of the information onto iSAMS.

In the case of iSAMS not working

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

- The member of staff must do a paper registration on the grid that has all the children's names on it. This grid should then be taken to the school office. The school office will input the registration of the class into iSAMS when it is working again.

In the case of a fire alarm or emergency requiring evacuation

The school office, or in her absence the Head, will collect the school fire register, the signing in and out book and will take these to the assembly point.

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

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

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

When a child leaves school during the school day they must go to the school office and sign out in the signing in and out book.

If this child then returns to school they must go to the school office and sign back in, with time of arrival, in the signing in and out book.

Holidays/agreed absences

If parents wish to take their child/children out of school, written permission must be requested from the Head. The Head will authorise or not authorise this absence and the appropriate code will be used in the register. The Head will inform the school office and the class teacher of any authorised absences.

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This policy will be reviewed annually