


<b>REGISTRATION STATEMENT</b>	
DATE OF REVIEW: June 2024	
DATE OF NEXT REVIEW: Summer 2026	
TO BE REVIEWED BY: Resources committee	

Registration takes place twice a day: at the commencement of morning and afternoon school sessions.

The register is marked between 8.55 a.m. and 9 a.m., after which the registers are returned to the school office. Late arrivals before the register is closed are marked with the symbol “L”. Arrivals after 9.10 a.m. are marked with “U” and their names recorded in the Late Arrivals Book by the parents. This counts as an unauthorised absence.

In Foundation and KS1 the register will be taken at 1p.m. and in KS2 at 1.30 p.m.

The normal registration period will be extended should a problem arise with the school bus or in adverse weather conditions.

When a child is absent, parents are requested to inform the school of the reason for absence and parents will be contacted if no reason has been provided. If the parent cannot be contacted, the school will endeavour to ensure the family’s well-being by calling the other named contacts. If no explanation can be provided for the child’s absence, the school will contact the Police who will be asked to ascertain the safety of the family. The Attendance Improvement Officer may also be contacted.

All parents who take their children off the school site at other times during the day are asked to sign the ‘early departures’ book. Registration marks are entered on the computer and official registers printed out monthly and kept for the statutory period.

The registration period is important as a teaching time, whether this be socialising games for our early years pupils or used for working sessions for older children.

A copy of the latest marking codes are held by the school office.