

Terra Nova School Daily Registration Policy

Formal Registration is a legal requirement which has a variety of practical functions:

- Daily Record of Attendance
- Overview of Individual's Attendance

Formal Daily Registration Times

Registration takes place twice a day and is to be completed by:

- 08:30 and 13:45 in the Prep School (Years 3 to 8)
- 09:00 and 13:30 in the Pre-Prep (Reception to Year 2)
- 09:00 and 13:30 in Nursery

Responsibility of the School Office

The School Secretary, on behalf of the Headmaster, is responsible for the completion of the registration procedure for both the morning and afternoon sessions. Upon receipt of the register any missing children are then accounted for. The School Diary is checked for known absences and the information transferred to the Daily Register (e.g. medical appointments, agreed absences etc) For any pupil marked with 'N' (indicating that the pupil was not present at registration) a phone call is made to the parents checking the whereabouts of the child and asking for a reason for the absence.

Pupils arriving late **must** report to the School Office in order that their arrival has been noted and the register adjusted (in case of fire).

On completion of Morning Registration the School Office prints out an Absence List for fire evacuation purposes.

Any child leaving early, for whatever reason, **must** 'sign out' in the File provided in the School Office; likewise, any child returning after an appointment **must** "sign back in".

Morning Registration

All pupils are registered each morning in their classrooms by their Form Teacher at the appointed time, using School Manager. Teachers are only required to enter the recognised symbols on School Manager for either present or not present, and to indicate in the space provided the time of departure, requirements for Tea/Prep and boarding. The Registers are then sent electronically to the School Office. The Pupil must actually be present at the Registration Period for presence to be registered. If they do not attend then the Teacher will put "N" in the appropriate box.

Afternoon Registration

Afternoon Registration is as Morning Registration with the exception that upon completion of the registration process in the afternoon the School Secretary prints out the following sheets:

- i) Signing Out Sheets (which includes pupils staying the night)
- ii) Tea and Prep Register

These sheets show the departure time of the pupils, in alphabetical order by Section and by Year Group in Pre-Prep and Nursery order. At departure times a member of staff marks out each child as they are handed over to their parents/guardian.

Absences

Parents taking children out of school during the School Day are required to give written notice prior to the event, seeking permission from the Head. Headmaster's Secretary will respond to the request. If parents fail to make this formal request then their child could be marked as an "unauthorised absence".