



St Charles' Catholic Primary School

REGISTER OF ATTENDANCE

- School attendance registers are printed out weekly from SIMS.
- Registers are taken at 8.55 am and 1pm each day. Any child not in class five minutes after the start of registration is marked absent.
- Registers are required to be completed by a teacher, not a Learning Support Assistant.
- Registers are returned to the school office once completed.
- If a child arrives at school within 30 minutes of the register being closed, they are recorded as late in the school office.
- Any child arriving after that time is marked as absent.
- Marks from the class registers are uploaded into SIMS by the Admin Assistant, including the times of any late arrivals.
- The reasons for any absences that the school has been informed of are also input into SIMS
- If there are any pupils absent whose parent/carer has not contacted school, the Admin Assistant makes the First Response phone call as early as possible.
- The responses to those phone calls are also input into SIMS, including if there has been no reply to the phone call.
- The absence of any pupils who have Child in Need or Child Protection status is shared with the Designated Safeguarding Lead, or the Deputy DSL, and appropriate action taken by them, in accordance with Safeguarding requirements.
- Weekly attendance totals are shared with parents in the weekly newsletters and with pupils in Friday's celebration assembly.
- Registers are monitored by the Education Welfare Officer for any persistent absentees. She meets with DHT and Admin Assistant weekly to discuss PA pupils and decide on any action which may be taken as required.