

**CHRIST CHURCH CE (VC) PRIMARY SCHOOL
POLICY NUMBER: A1 HEALTH AND SAFETY POLICY
APPENDIX O: REGISTRATION AND MISSING CHILDREN**

Procedures for registration and missing children:

Registration times are 8.50am and 1.00pm.

- Teachers call a register at the above times.
- Any absence is recorded on the SIMS system.
- Children who arrive late must report to the main office and sign in.
- Parents are required, in accordance with the Home School Agreement, to inform the school before 9.00am of any absence. They can do this by leaving a message on the absence answerphone or by reporting it online.
- An administrative assistant will verify any absences and follow up any unknown absence by 9.30 and 1.30.
- The absence form will create a list of children whose absence is unexplained. The administrative assistant works their way through the list to try to phone the parents from the SIMS database.
- Should the school be given invalid contact numbers then a letter will be written asking parents to confirm their contact details.
- Any unreported absence will be treated as unauthorised as outlined in the school's 'Attendance Procedures' as outlined in the School Handbook for Parents and Carers

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Updated on:	02/10/15
Renewal date:	02/10/16