

SCHOOL REGISTER AND ABSENCE PROCEDURE

SCHOOL GATES OPEN AT 8:45 - 9AM

1

9AM

Registers are taken in the classroom and then they're closed. Parents should have informed the school of a child's absence through either the Studybugs app, phone or email.

2

9 - 9:30AM

If a child arrives at school between 9 and 9:30am they will be marked as Late in the register (L).

3

9:30AM ONWARDS

If a child arrives after 9:30am they will receive a 'U' mark in the register which is considered an absence.

4

MEDICAL APPOINTMENTS

If the school have been informed in advance of a medical appointment and have been provided proof of the appointment, this will be recorded as an authorised absence (M).
If a child arrives before registers close at 9:30am they will be marked as a L with a note added.

SCHOOL REGISTER AND ABSENCE PROCEDURE



1

9 - 9:30AM

If a child is absent and they parent has not notified the school, the school will send a text message asking them to contact the school by 9:30am.

2

10AM

If the parent has not responded to the text message or contacted the school, a member of staff will try to contact them by telephone.

3

10:30AM ONWARDS

If the parent does not answer the phone during a period of 30 minutes the school will then try the second then third contact/emergency contact. This is for safeguarding reasons.