



## BEVENDEAN REGISTERS POLICY

It is a legal requirement to take the class register **twice a day** – once in the morning and again in the afternoon. The school uses SIMS to take the register. Each non-attendance of a child has to be noted with a code as follows:

- N Absent with no reason
- I Illness
- M Medical appointment
- R Religious observance
- H Holiday (agreed)
- C Other authorised circumstances
- O Unauthorised circumstances
- L Late
- X Non-compulsory school age absence

If a child is late and you are aware of this fact ***you must still mark the register to show absent at the time you take it.*** Parents must bring the child to the office to check in on arrival and then the register on SIMS will be amended by the office staff.

When the office staff have checked all the messages and emails regarding absent children, they will alter the codes on SIMS accordingly. If we do not have an explanation of why a child is absent, the office staff will contact the parents.

R Samson  
Date of Policy: 13/02/2018  
Date of Policy renewal: 13/02/2019