# Attendance Compliance Checklist am/pm registration
## 2020/2021

| Date: | | | | | Day of the week: | |
|---|---|---|---|---|---|---|
| **AM REGISTERS** | | | | | | |
| ACTION | WHEN | WHO | TIME COMPLETED BY | LM CONFIRMED | RAG | BARRIERS IDENTIFIED |
| • Early morning phone absence message pick up and logging on SIMS<br>• | 08:00-08:00 | | | | | |
| • Go to Dining Hall<br>• Log Students who are late<br>• Ask students to put diary and equipment on desk for check | 08.50am | | | | | |
| • Listen to voicemails and check emails for absent students | 08.30am-09.10am | | | | | |
| • Check trips/visits/on site events registers | 08.30am-09.10am | | | | | |
| • Run report showing registers not completed and email SLT | 09.05am | | | | | |
| • SIMS message staff with incomplete registers | 09:00am | | | | | |
| • Cross-check against paper registers received | 09.15am | | | | | |
| • Inform SLT LINK (CGU) of registers not completed<br>• Follow up incomplete registers<br>• Contact any tutor who has not completed register | 09.20am<br><br>09:25am<br><br>09:25am | | | | | |

Attendance Compliance Checklist am/pm registration
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| ACTION | WHEN | WHO | TIME COMPLETED BY | LINE MANAGER CONFIRMED | BARRIERS IDENTIFIED |
|---|---|---|---|---|---|
| • Collate paper registers and input onto system | 09.10am | | | | |
| • Send Text message home for students absent | 09.30am | | | | |
| • Send Text message home for students who are late | 09.30am | | | | |
| • Crosscheck priority student list for absentees | 09.30am | | | | |
| • If priority student absent contact DSL (CGU) immediately | By 09.50am | | | | |
| • All registers are printed and put in folder in case or emergency evacuation | By 10.10am | | | | |
| • Email staff that have completed registers incorrectly (cc in HOF and CGU) | 10:00am | | | | |
| • Send Text message home for students who are late (after 9:30am) | 10.30am | | | | |
| Number of registers incomplete | | | Number of voicemails | | |
| Number of paper registers received | | | Number of emails | | |
| Number of students late Before/After 10:30 | | | Number of missing marks registers - lessons | | |

# Attendance Compliance Checklist am/pm registration
## 2020/2021

| Date: | | | | Day of the week: | | |
|---|---|---|---|---|---|---|
| PM REGISTERS | | | | | | |
| WHAT | WHEN | WHO | TIME COMPLETED BY | LM CONFIRMED | RAG | BARRIERS IDENTIFIED |
| • Run report showing registers not completed | 2.40pm | | | | | |
| • Cross-check against paper registers received | 2.40pm | | | | | |
| • Inform SLT LINK (CGU) of registers not completed <br> • Follow up registers <br> • Contact the teachers who have not completed registers | 2.40pm | | | | | |
| • Collate paper registers and input onto system | 2.45pm | | | | | |
| • Crosscheck priority student list for absentees | 2.50pm | | | | | |
| • If priority student absent contact DSL(CGU) immediately | By 2.50pm | | | | | |
| • Crosscheck students in AM registration missing from PM registration | 2.55pm | | | | | |
| • Email missing registers listing to SLT and identified teachers | 3:30pm till 4:00pm | | | | | |
| Number of registers Incomplete: | | | | Number of paper registers received: | | |