

Attendance Compliance Checklist am/pm registration

Date:				Day of the week:		
AM REGISTERS						
ACTION	WHEN	WHO	TIME COMPLETED BY	LM CONFIRMED	RAG	BARRIERS IDENTIFIED
• Early morning absence message	08:00am - 08:15am	SAN				
• Action PS Connect messages and check emails for absent students. Load onto SIMS.	08.15am – 8:50am	SAN				
• Check exams/trips/visits/on site events registers from previous day	08.30am- 09.10am	SAN				
• Run report showing registers not completed and radio SLT on-call	09.05am	SAN				
• SIMS message staff with incomplete registers.	09:00am	SAN				
• Cross-check against paper registers received	09.15am	SAN				
• Inform SLT LINK (SBC) of registers not completed	09.20am	SAN				
• If cover teacher contact SLT on-call. Email DPA	09:25am					
• If exams register contact APO and SLT on-call	09:25am					
• Follow up incomplete registers						
• Check registers match text messages so as to ensure that we can account for	09.30am	SAN				

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every student in the school. Check with SBC. • Send Text message home for students absent						
• Crosscheck priority student list of absentees	9:30am	SAN CZH				
• If priority student absent contact DSL (CGU) immediately	By 09.50am	SAN				
<b>ACTION</b>	<b>WHEN</b>	<b>WHO</b>	<b>TIME COMPLETED BY</b>		<b>LINE MANAGER CONFIRMED</b>	<b>BARRIERS IDENTIFIED</b>
• Send Text message home for students who are late	09.30am	CZH				
• All registers are printed and put in folder in case of emergency evacuation	By 10.10am	SAN				
• Email staff that have completed registers incorrectly (cc in HOF and CGU/SBC)	10:00am	SAN				
• Send Text message home for students who are late (after 9:30am)	10.30am	CZH				
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		

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Date:				Day of the week:		
PM REGISTERS						
WHAT	WHEN	WHO	TIME COMPLETED BY	LM CONFIRMED	RAG	BARRIERS IDENTIFIED
<ul style="list-style-type: none"> <li>• Change/clear N-Codes from 48 hours previous</li> <li>• Text sent to parents informing them of the change to unauthorised absence</li> </ul>	1pm					
<ul style="list-style-type: none"> <li>• Run report showing registers not completed</li> <li>• SIMS message staff and email</li> </ul>	2.40pm					
<ul style="list-style-type: none"> <li>• Cross-check against paper registers received</li> </ul>	2.40pm					
<ul style="list-style-type: none"> <li>• Contact SLT on-call to chase missing registers.</li> <li>• Inform SLT LINK (SBC) of registers not completed</li> </ul>	2.40pm					
<ul style="list-style-type: none"> <li>• Collate paper registers and input onto system</li> </ul>	2.45pm					
<ul style="list-style-type: none"> <li>• Crosscheck priority student list for absentees</li> </ul>	2.50pm					
<ul style="list-style-type: none"> <li>• If priority student absent from P6 contact DSL (CGU/SBC) immediately</li> </ul>	By 2.50pm					
<ul style="list-style-type: none"> <li>• Crosscheck students in AM registration missing from PM registration</li> </ul>	2.55pm					

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<ul style="list-style-type: none"> <li>Log missing registers listing to SLT and identified teachers and inform the HoY and DSL team</li> </ul>	3:30pm till 4:00pm					
Number of registers Incomplete:				Number of paper registers received:		

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