

## Our Lady's Catholic Primary School



**We aspire that through the love of Jesus everyone should  
"have life and have it to the full."  
Jn. 10v10**

# REGISTERS POLICY

<b>Approved by: School Governors</b>	<b>Date: Oct 2021</b>
<b>Last reviewed on:</b>	<b>Date: June 2025</b>
<b>Next review date:</b>	<b>Sept 2026</b>

# Registers Policy

NRSRY\_17\_03

1. Registers of both staff and children are kept for the following reasons:

- To comply with EYFS (2021) requirements.
- To comply with Nursery Education Funding Requirements
- For accountability of persons in the case of emergency evacuation
- For assessment of children's attendance
- For assessment of staff attendance
- For accounting purposes

1.1 The Nursery Manager or next person in charge is responsible for maintaining the nursery registers and ensuring that they are completed at the beginning of each session.

1.2 Each child's time of arrival and departure are recorded as accurately as possible, as soon as possible.

1.3 Each child's absence is recorded on the register, on both Tapestry online register and the paper excel file.

1.4 The number of children present at the beginning of each session will be written clearly on the laminated copy of the register, along with the number of staff present and displayed on the main room board. All the staff is made aware of the number of children present for each session.

1.5 A copy of the register will be taken outside during any emergency evacuation procedures in order to check that all staff, children, volunteers and students have safely exited the premises.

1.6 Staff, volunteers, students and visitors to the setting are required to sign in at the school office, immediately upon arrival. They must also sign back out of the building as they leave the premises.

2. First day Contact for all absent pupils

Parents are expected to phone or email the nursery before 10.00 am to inform of their child absence. However, if no reason for the absence is received by the nursery or school by 10.00 am, a member of the nursery staff will contact parents on the first day of absence by

10.00 am and inform the Nursery managers of the reason for the absence. For children who are at risk, also any other agencies who have involvement with the child will be informed.

If we have not heard from the parents/carers by 10.00 am the nursery staff will start to call all the contact numbers that have been provided in order to gain an explanation for the absence. If still the absence has not been ascertain the Head teacher will be informed and further actions will be decided, this may include a home visit if needed. For children who are at risk the police will be involved.

### 3. Monitoring Attendance

The nursery manager will be responsible for monitoring attendance and for following up absences in the appropriate way. Attendance can be monitored on Tapestry also by the Head teacher and the Administration office. If there is concern about a child's absence or if there is a longer-term general worry about the attendance of a particular child, this will be reported to the head teacher, who will contact the parents or guardians.