



SEVENOAKS
PREPARATORY SCHOOL

EYFS REGISTRATION PROCEDURES

Policy reviewed and amended: 30.8.19

Next review date: 30.8.20

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Status and Review Cycle: Annual

Registration Procedures

Registration Procedures for Nursery and Kindergarten are as follows:

- 8.15-8:45am
Children are registered on a paper-based register kept by the class teacher upon arrival. Children also self-register on a board in the classroom.
- 12:30pm
Those children who are staying for morning only sessions are marked out as they are handed over to parents/guardians at the end of the morning session.
Children staying for the afternoon session are marked in on a paper-based register.
- 3.00pm
Children are marked out as they are handed over to parents/guardians at the end of the afternoon session, or in the case those children attending after-school care, upon leaving the classroom to attend Acorns or Little Oaks.

Registration Procedures for Reception are as follows:

- 8.00 – 9.00 am
Phones and email are monitored for absences. School secretary will inform staff of absences.
- 8.45am
Children are registered using the online register system.
- 1.45pm
Registers are taken at the start of the afternoon lessons.
- Attendance Reports, listing all children not marked as present in the online register and any notes regarding their absence, are automatically produced at 8.55am, at 9.30am, at 2.30pm and at 3.00pm. These are printed out and kept in the Pre-Prep office. Attendance Reports will be taken out with class lists by office staff in the event of a fire alarm sounding.
- If any child is not accounted for following morning registration, office staff are to check in the classroom in case of late arrival. If still absent, they will ring the Main School Office to see if message has been left there. If the child is definitely not in school and there has been no prior notification, e.g. absence for holiday form, or the child was sent home sick from school the previous day, parents will be contacted for an explanation of absence.