

Policy reviewed on 21.03.2017

Register Procedure.

All children are registered by a member of staff as they arrive and leave pre-school.

When children arrive a diagonal line is marked in the register (/)

When they leave another diagonal line is marked in the register (\)

If a child leaves the setting for lunch an X will be made in one half of the space and then a new / will be added when they return after lunch. Again an X will be made when they leave.

If the child arrives or leaves 15 minutes earlier or later than the normal start or end of the session the time will be noted in the box.

If a child is absent a circle will be drawn in the box next to the child's name. The parents (guardians) are asked to sign an absence slip giving the reason for the absence. Then the reason for the absence will be noted inside the circle using the following codes.

M - Medical

H – Holiday

S – Observance of religious festival.

O – Other authorised absence.

U – Unauthorized absence.

Signed: