

REGISTRATION

There is a registration period for all pupils from 8.55 am until 9.05 am.

The duties of a register teacher are as follows:

- i) To check and record attendance at every registration period.
- ii) To collect absence notes and late slips from pupils.
- iii) To read out the daily bulletin to the class.
- iv) To use the registration period to get to know the pupils in the class.
- v) To maintain a simple file of the pupils in the class.

PROCEDURES

i) CHECKING AND RECORDING ATTENDANCE

The Register Teacher should check the attendance at every registration period and enter the absences in the class register. An absentee slip should then be completed and sent to a janitor's room.

An absence enquiry form should be completed and given to the appropriate Guidance Teacher for any pupil who has been absent from school for 3 days without any explanation. The Guidance Teacher will send it to the parents. If a pupil already has a poor record of attendance the absence enquiry form should be sent to the Guidance Teacher immediately without waiting for 3 days to elapse.

ii) COLLECTING ABSENCE NOTES AND LATE SLIPS

ABSENCE NOTES

When a pupil returns from an absence they must have a note, from home, explaining the absence. If a note or telephone call has not been received one week after the absence the pupil's Guidance Teacher must be informed and their parent's will be contacted.

Once an absence note / telephone call has been received then the reason for the absence can be coded in the summary register.

LATE SLIPS

If a pupil arrives in school after 9.05 am or after 1.40 pm they should collect a late slip from the School Office.

The Register Teacher will then receive a **Notification of Late Slip Form** from the School Office giving the name of the pupil who was late. The Register Teacher should then collect the late slip during the next Registration period, sign it and send it to the pupil's Guidance Teacher.

If a late slip is not handed in 2 days after the late occurred the pupil's Guidance Teacher should be informed.

iii) **READING OUT THE DAILY BULLETIN**

The bulletin must be read personally during every registration period. Only the information on the Pupil Section should be read out.

On no account should the bulletin be given to a pupil to read out or any of the contents of the Staff Section be read to them.

iv) **USE THE REGISTRATION PERIOD TO GET TO KNOW THE PUPILS**

All Register Teachers are first line guidance teachers and should use the Registration Period as an opportunity to get to know all the pupils in the class and to support or encourage them where necessary. All pupils in the class will have the same guidance teacher and this should help pupils, teachers and guidance staff achieve an effective communication system. The pupils will also all be in the same House. For pupils with a Record of Need, the Principal Teacher of Learning Support acts in the capacity of Guidance Teacher.

v) **MAINTAINING A PUPIL FILE**

A folder with pocket files has been provided for each Register Teacher.

Each pupil should have a pocket file in the folder and it should contain a copy of the pupil's timetable, their absence notes and any useful information about the pupil that would help the teacher get to know a particular pupil (eg interests, sports, career intentions).

Finally pupils should not be allowed to leave Registration without very good reason and only after the bulletin has been read to the class.