



Le Rocquier School School Registers Policy

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REVIEW DATE: **September 2026.**

LEAD PERSON: **Roxanne Shipton-Taylor**

Aim

This procedure aims to identify the process for persistent failure to complete registers (either on time or correctly).

Attendance Officer

The attendance officer will alert staff if they have failed to complete a register, with an “Incomplete Register” email. The staff member should immediately complete the register as requested.

This email will serve as the reminder for staff to ensure they are consistently completing registers.

Deputy Head Teacher

Should a colleague not complete a register more than three times in a six-week period, they will be requested to attend an informal meeting with the Deputy Head Teacher. This will be to discuss any barriers to completing a register, offer support (if needed) and highlight the teaching standard not being met.

Head Teacher

Following a meeting with the DHT, should a colleague not complete a register again within a six-week period, they will be requested to attend an informal meeting with the Head Teacher. This may result in an informal warning. Continued failure to complete registers will result in further action.