



SEVENOAKS
PREPARATORY SCHOOL

EYFS REGISTRATION PROCEDURES

Status and Review Cycle	Statutory / Bi-Annual
Policy reviewed and amended	September 2024
Next review date	September 2026
Governor Lead	Mrs Arabella Stuart
Policy Holder	Louisa Rowland
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Registration Procedures

Registration Procedures for Nursery and Kindergarten are as follows:

- **8.00-8:30am**
Children are registered on a paper-based register upon arrival. Children will then also self-register on a board in the classroom.
- The register will be initialled by the member of staff and numbers and absences shared with the Pre-Prep Office.
- **12:15pm**
Those children who are staying for morning only sessions are marked out using the code system 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 Little Oaks.
- Throughout the day periodic head counts will be taken.
- When moving to another location head counts and registers will be logged on the daily register sheet, when leaving the classroom, a mid-way point, arriving at the new destination and the same procedure on return.
- All register entries will be initialled by a member of staff.
- A member of staff will be allocated the responsibility of checking that the classroom is empty before leaving, including the toilets. The allocation will be made by the teacher.
- The register will always be taken at the new location
- Registration and supervision procedures will be regularly discussed at staff meetings and INSET
- Registers will be stored in the Early Years Office.

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.
- **8:30am**
Children are registered using the online register system.
- Throughout the day periodic head counts will be taken.
- When moving to another location, head counts will take place when leaving the classroom, a mid-way point, arriving at the new destination and the same procedure on return.
- A member of staff will be allocated the responsibility of checking that the classroom is empty before leaving, including the toilets. The allocation will be made by the teacher.
- The register will always be taken to the Prep side for assemblies,
- Specialist teachers will be responsible for taking their own registers throughout lessons, and this will take place after an initial head count when transferring students from one teacher or location to another.

- **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 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.

Late Stay Registers

Children signed up for Late Stay (care until 4pm) are checked against wraparound care registers. If a child is not on a list, or parents have not arrived, class teacher or teaching assistant will check with the Pre-Prep office and calls will be made to parents / guardians if required.

Wrap Around Care

Junior Adventures Group (JAG) are responsible for registering the children in their care at Breakfast Club and After School Club. Members of staff will deliver the children from Breakfast Club to their classroom in the morning and at the end of the day, members of Sevenoaks Prep staff will deliver the children to JAG members of staff to be registered for after school care.