

## REGISTERS POLICY

### This policy links to:

The Early Years Foundation Stage (DfE 2017) Statutory Framework – Setting the standards for learning, development and care for children from birth to five.

Other Centre policies: Safeguarding Children, Fire and Evacuation

- 1. REGISTERS of both STAFF and CHILDREN** are strictly kept for the following reasons:
  - 1.1. To comply with EYFS (2017) requirements.
  - 1.2. To comply with Nursery Education Funding Requirements, when this becomes applicable to the Centre.
  - 1.3. For accountability of persons in the case of Emergency Evacuation.
  - 1.4. For assessment of children's attendance.
  - 1.5. For assessment of staff attendance.
  - 1.6. For accounting purposes
  
- 2. LESSON REGISTERS**
  - 2.1 Each Tutor (or their lesson deputy assistant) is responsible for their Lesson Registers.
  - 2.2 Each child's name is listed in their Lesson Register.
  - 2.3 Each child's arrival is recorded (including late arrival/early leave) in their Lesson Register.
  - 2.4 Each child's absence [Authorised or Unauthorised] is recorded in their Lesson Register.
  - 2.5 Any changes to the child's sessions are highlighted.
  - 2.6 Any child's booked 'Taster' sessions are also stated on the Lesson Register.
  - 2.7 If a child did not come to the lesson and the Tutor does not know of the reason why the pupil was not present, the tutor must report this to the Office at the beginning of the second lesson.
  
- 3. STAFF**
  - 3.1. Staff sign upon arrival on the main STAFF SIGN IN SHEET according to their arrival time. They also sign back out as they leave the premises at the end of their sessions.
  - 3.2 This also serves as a STAFF REGISTER to assist the Office Administrator.

Written: 12<sup>th</sup> March 2018  
Reviewed:  
Latest Version:

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