Children’s Services

**Admissions and Access to Education Service**

**REGISTER INSPECTION FORM**

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| SCHOOL |  |
| FORM / CLASS |  |

A Local Authority is required access, by law, to inspect school registers and this duty is carried out by the LA Attendance Officer.

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|  | | Circle appropriate reply | |
|  | Monthly Official Registers were available for inspection. | YES | NO |
|  | Names, dates of birth and addresses of pupils were clearly recorded in SIMS and available at the time of the inspection.   * *Can be viewed / printed on Registration Certificates* * *Paper records held in case of emergency evacuations* | YES | NO |
|  | Totals of authorised and unauthorised absences for each half term were kept in the official register. | YES | NO |
|  | Daily registers are completed up to and including the day of inspection.   * *AM and PM sessions recorded each day* | YES | NO |
|  | Reason for removal of a pupil removed from school roll is confirmed and recorded | YES | NO |
|  | Authorised and unauthorised **absence** codes were correctly used and supported where necessary with additional information.   * *Comments can be entered in SIMS to accompany the absence code* * *Correspondence can be stored electronically either in SIMS or on the School Network in a clearly identifiable location* * *Paper correspondence can be held on Pupil’s manual file* | YES | NO |
|  | Authorised and unauthorised **lateness** codes were correctly used and supported where necessary with additional information.   * *Comments and/or Minutes Late can be entered in SIMS to accompany the Late code* * *Correspondence can be stored electronically either in SIMS or on the School Network in a clearly identifiable location* * *Paper correspondence can be held on Pupil’s manual file* | YES | NO |
|  | Evidence was recorded of action taken by school staff over (unauthorised) absence.   * *Comments can be entered in SIMS to accompany the absence code* * *Correspondence can be stored electronically either in SIMS or on the School Network in a clearly identifiable location* * *Paper correspondence can be held on Pupil’s manual file* | YES | NO |
|  | Systems are in place for school to identify pupils falling into DfE ‘persistent absence’ (PA) category.   * *SIMS Attendance reports to be run each week when all attendance marks have been recorded (inc.all the correct absence codes)* | YES | NO |
|  | Attendance Officer has discussed with the school attendance lead ways in which the SIMS Attendance Reporting can be utilised to better understand a schools attendance profile and take appropriate and timely action. | YES | NO |

If the answer to any of the above questions is no, please refer to the supplementary sheet attached.

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| Signed |  |  | Date: |  |

COPIES TO Head teacher

Attendance Officer