



Nurture Growth & Inspire Learning at Hillhead Primary



# Registration Policy

At Hillhead Primary we understand that daily registration is a fundamental act of safety, care and legal accountability. It ensures every child is accounted for, safeguarding their physical wellbeing and enabling immediate response to unexplained absence. Beyond legal duty, registration serves as a vital daily wellbeing check, establishes routine, signals as a start to learning and builds a sense of belonging and community.

Registration data also drives strategic action: patterns of lateness or non-attendance are early indicators of barriers to learning, allowing targeted support to close equity gaps. Beyond compliance, daily registration signals to every child: *"We see you, we value you, and your presence matters here."*

## Morning Registration

Responsibility	Time	Action
Office Staff	8:30am - 9:00am	Ensure any supply teachers have been notified of registration procedures and have been provided with printed register and lunch order sheet.
Office Staff	8:30am - 10:30am	Answering phones/checking parent portal/check office emails/writing down lates and updating the absence spreadsheet with reasons for absence.
Teachers	Up until 9:10am	SEEMIS morning registers to be completed by class teachers. Supply teachers complete the green registration form.
Teachers	Up until 9:10am	Teachers have completed the information on cashless catering for lunch orders. Supply teachers complete a paper copy of the cashless catering information for their class.
Teachers	Up until 9:30am	Late-comers will be sent to class up until 9:30am. Teachers will be responsible for marking as late on SEEMIS and ordering lunches. When class is in PE hall the teacher will send the child to the office to order lunch and have lateness and lunch order recorded.
Office Staff	9:30am	Populate the Fire Board with the absences from SEEMIS along with any appointments/home lunch/early collection. Cross check the absences from SEEMIS with the cashless catering lists (filter by absence). Pull the catering information to check everything has been updated. Print of catering prep to Wilma/Catering information compiled for lunches
Office Staff	10:00am	Provide update or absence and late-coming to SLT
Office Staff	Up until 10:30am	Populate the codes for any absences (illness, holidays etc.)
Office Staff	As Required	Continue to update registers / mark late-coming / SEEMIS Pastoral Notes. Where a child remains unaccounted for, office staff will inform SLT and follow EDC Policy and Procedure. Revisit and if required update the fireboard.

## Afternoon Registration

Responsibility	Time	Action
Teachers	Up until 1:10pm	Afternoon registration completed on SEEMIS. Supply teachers will complete a second Paper Register and ask a pupil to bring it to the office. If a child has not returned after lunch the prompt card should be sent to the school office immediately.
Office Staff	1:15pm	Complete PM Fire Board.

## In the Event of IT Issues

Should staff have issues logging on to SEEMIS or it crashes and they cannot update it, they should ask a pupil to come to the office to request a printed register and/or lunch sheet.