

Students arrive between **8.45am —9.00am** and register using the Inventory system.

Staff in place to check each student as they come into the building.

All pupils will be expected to place all items in lockers/hand in items and may be checked using a search wand.

Pupils will be reminded of the uniform policy and will not be allowed in wearing coats or hoodies.

Lessons start at **9.00am**.

As students continue to arrive into school, a late mark populates the teacher's register from the Inventory system.

Staff must not override pre-populated codes for known absences.

If the student has a 'present' mark for the previous lesson but is not in for the next lesson, staff needs to issue an 'on call'

On call staff to follow through and check pupils on site.

Form tutors are only expected to take a register at afternoon registration.

Central daily register of all students in school with a rigorous and robust system in place for safeguarding