



SOMERVILLE FEDERATION

Registration System Policy

Headteacher.....

Date.....

Chair of Governors.....

Date..... Review Date.....

Registration System Policy

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children – EYFS legal requirements

Aim of the Policy

To ensure children are properly enrolled into the provision, that there is a system for recording their attendance and the attendance of staff and that the personal details of the children, the staff and the registered person are safely stored and at hand.

Procedures

- We will ensure that before each child enters Somerville Nursery School, their parents have completed the relevant registration form.
- Our registration file will include daily attendance of children and include the name, date of birth and the key person for each child who is looked after on the premises. The register will also include staff and the times they attend.
- All personal details of children, staff and the registered person will be stored securely in the School Office.
- The register will identify the time the child arrives and the time they leave Somerville Nursery School.
- Staff will record any information relating to the well being of the child if the parent shares this. If any changes are made with regard to the person who will collect the child this must also be recorded and shared with the Head Teacher.
- All visitors to Somerville Nursery School will be recorded in the visitors books