

**Procedures**

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| Title | Attendance records |
| Category | School Governance |
| Document ID | 3.7 |
| Version | 1.0 |
| Date | 10/01/25 |
| Purpose | The Aerie College student's academic progress is tracked in their individual daily logbooks. These logbooks are dated and signed off by their supervising teacher.  The student logbook template is structured as an excel documents with built-in security measures to ensure that start time, end time, and date are accurately recorded and maintained.  It is acknowledged that Aerie students may have unique learning schedules that do not align with traditional school day timeframes. |
| Audience | ESB  Teachers and clerical staff |
| Registration requirement | To satisfy the requirements of the ESB for registration as a school |
| Responsible person | Principal |
| Sign off by | Charity Board Chair, Capt Arthur Jones |
| Next review date | Sept 2027 |
| URL |  |