

**Policies**

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| Title | Attendance Register |
| Category | School Enrolment records |
| Document ID | 3.6 |
| Version | 1.0 |
| Date | 10/1/25 |
| Purpose | Aerie College's student attendance records are maintained through daily student logbooks, supervised and signed by teachers.  Each logbook is a standardized Excel document with locked fields for start time, end time, and date.  This format accommodates the unique learning modes and work/attendance schedules of Aerie students.  Copy of student logbooks are entered weekly into school electronic record progression after teacher review and comment. |
| Audience | ESB  Parent legal Requirement to age 17 |
| 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 |  |