

**Procedures**

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| Title | Attendance register |
| Category | School Enrolment records |
| Document ID | 3.6 |
| Version | 1.0 |
| Date | 22 Sept 24 |
| Purpose | Aerie College's attendance records are maintained through daily student logbooks, signed by supervising teachers.Each logbook is a standardized Exel document with locked fields for start time, end time, and date. This format accommodates the unique learning and attendance schedules of Aerie students. |
| Audience | Education Standards Board |
| Registration requirement | To satisfy the requirements of the Education Standards Board for registration as a school |
| Responsible person | Principal |
| Sign off by | Charity Board Chair, Capt Arthur Jones |
| Next review date | Sept 2027 |
| URL |  |