

**Policies**

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| Title | Attendance & Reporting Regs |
| Category | School Governance |
| Document ID | 3.7 |
| Version | 1.0 |
| Date | 10/1/25 |
| Purpose | The Aerie College student's academic progress is tracked in their individual daily Excel logs. These logs are dated and signed off by their supervising teacher.  The Aerie Student Log is structured as standard Excel documents with built-in locked security measures to ensure that start time, end time, and date are accurately recorded.  It is acknowledged that Aerie students may have unique learning schedules that do not align with traditional school day timeframes. Aerie ensures the total **“Legal School Learning Time”** is accounted for within the Aerie Student Logs and supervision thereof. It is not likely to be 9 to 4  Ref: Template Student Log in this folder |
| Audience | ESB  Parents private data tracking  Government law |
| 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 |  |