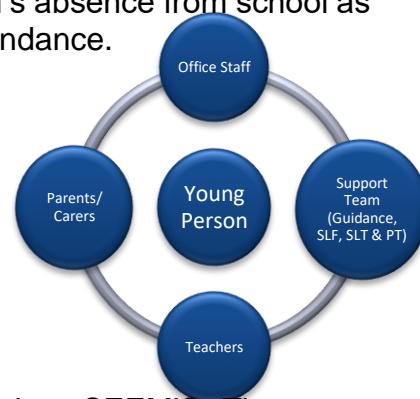


SEEMiS & Attendance Guidelines

To Safeguard and Protect our Young People

To ensure the safety of young people it is vital their whereabouts is known. All staff have a statutory duty to complete accurate registers. This information is used by the office, guidance and SLT to alert parents to a young person's absence from school as well as for monitoring and recording overall patterns of attendance.

The following guidelines have been developed in response to Fife Council's 'Promoting and Supporting Learner Attendance' Policy. In addition, they provide an overview of other useful information is recorded on registers in SEEMiS to assist staff with meeting the needs of all young people.



Morning Registration

- Whenever possible registration should be completed on SEEMiS. The paper register in the wallet should only be used at assemblies or if SEEMiS is down.
- Register teachers should request 'Notes for Absence' on the first day back after an absence. Slips should be completed if note is forgotten.
- Please inform guidance of patterns of late-coming.

Registers for Classes

- Whenever possible registers should be taken on SEEMiS within the first ten minutes of all lessons, including cover classes. If SEEMiS is down, please complete this as soon as the issue is resolved.
- An alert will appear on SEEMiS after 10 minutes for incomplete registers.
- PTCs/ teachers may be also be contacted by the office if a register for a class with a pupil on the enhanced protocol list has not been completed.
- Always check the code next to each name on each register accurately. If a young person has been previously marked as absent with a 'tbc' but is now present, please amend this by clicking until the code disappears.
- If a y.p. has been marked as present in the previous lesson but is now absent, please change this accordingly. By emailing 'Beath Reg' the office will also check if the individual has signed out and will alert the relevant guidance teacher/DHT if appropriate.
- When a y.p. enters a lesson late, please change them to the latecode on SEEMiS by clicking on TBC. PTCs should be informed of patterns.
- If a y.p. leaves a class without permission and does not return please alert the relevant PTC/ guidance teacher/ depute as soon as possible.
- PTCs and relevant colleagues will receive a weekly snippet of incomplete registers and should encourage completion asap.

Other Information on SEEMiS (can also be checked in cover lessons)

- **ASN Information:** hover over any stars on the ASN column to see a brief overview of ASN and recommended strategies.
- **Pastoral Notes:** hover over coloured boxes for SIMD, Care Experienced etc
- **Health Information:** hover over green + for recorded health conditions.
- Please note this information is continually updated due to changing circumstances and diagnosis



Getting it Right at Beath- It is Everyone's Responsibility