



# **Students Signing In and Out Procedure**

## **Students who are medically unwell**

A student must be seen by a member of the first aid team to assess the medical needs and whether they are fit to be in school.

Details of the illness/injury must be recorded in the medical book.

Contact with parents/carers must be made and collection arrangements confirmed.

Staff should not allow students to call home themselves to say that they are unwell and want to come home.

When the parent or adult arrives to collect an unwell student, reception will contact student services who will bring the student over or allow them to walk over if well enough.

In the event of an injury or severe illness, parents may be asked to drive through the main gates to collect from student services.

The reception team must ensure that the parent or student or receptionist has signed out the student using the electronic iPad.

## **Students who have an external appointment**

Parents should make staff aware of any external appointments during the day. They should e-mail [absence@bradonforest.wilts.sch.uk](mailto:absence@bradonforest.wilts.sch.uk) in advance or telephone reception to communicate any known appointments.

These should be recorded on SIMs with a comment and what time the student is signing out.

Parents should come into reception to collect children for appointments or must inform staff in advance by e-mailing [absence@bradonforest.wilts.sch.uk](mailto:absence@bradonforest.wilts.sch.uk) if they are allowing their child to walk to an appointment.

If reception staff are busy the student must wait to be signed out by a member of the reception team.

The reception team must confirm that the student has an appointment by checking SIMs or ringing a parent.

## **Students on a reduced or part-time timetable/ risk assessments**

Reception staff and the attendance team must have copies of any reduced timetables.

Reception staff and student services/attendance team must have copies of any risk assessments.

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