THE ATTENDANCE REGISTER

Marking Procedures

I Student Information

The attendance register is for a single class and has provisions for each pupil's name, admission number, age last birthday, any handicap, and the pupil's status in the class, i.e. whether he is repeating or reading the class for [the] first the time. These pieces of information hardly change from term to term, but should be updated and properly recorded at the beginning of each term.

II Daily Attendance

Each term is broken into a maximum of fourteen (14) weeks, with each week divided into five days (Monday to Friday). Each day is sub-divided into Morning and Afternoon sessions. There are thus a maximum of 10 sessions per week.

III Marking the Register

- The presence of a pupil at roll call should be indicated by oblique marks in blue or black ink in the following order: in the morning , in the afternoon .
- Absence is indicated with a zero thus: 
- If a pupil withdraws form school after having been marked present, the original oblique mark should be circled to indicate that fact. This will result in  or  depending on whether the withdrawal is for a morning or afternoon session.
- The roll call should take place as soon as the session begins that is, before the first lesson in the Morning or Afternoon. However, the register should not be closed until the end of the first period. Those who arrive during that period are marked with the same oblique marks as for those presence but in red to indicate that they were late.
- When school closes for a session (part or a day), it should be indicated with drawing a thick line down the middle of the space

where markings are usually made. If this is for a full day, then the word HOLIDAY should be written down the columns.

- The attendance register is supposed to contain factual information in respect of each pupil. It should therefore be marked only at the times he or she is present and in accordance with the rules stated above.

IV SUMMARIES

The following summaries are required:

(a) Daily

i. Total number presence at each session i.e. M:Total for the morning and A:Total for the afternoon.
ii. Total withdrawals in the morning (WM) and afternoon (WA).

(b) Weekly

i. Number of times school was opened.
ii. Total complete attendance of the week i.e., M:Total plus A:Total.
iii. Percentage punctual i.e.; Total blue or black oblique marks, multiplied by 100, and divided by the number of all oblique marks.
iv. Number of boys and girls on roll.
v. Average attendance.
vi. Weekly total of morning and afternoon attendance.

(c) Half terminal

i. Total attendance per pupil for the period.
ii. Number of times late per pupil for the period.

(d) Terminal

i. Total attendance per pupil for the full term.
ii. Total time late per pupil.
iii. Total attendance for class by sex.
iv. Average attendance.