

Book 1

# DAILY REGISTER

Division

Shingloig St Johns

SCHOOL

Social

DEPARTMENT

Register No. \_\_\_\_\_

Class \_\_\_\_\_

Session \_\_\_\_\_







PUPIL'S  
(Surna)

WEEK ENDING	Absences		WEEK ENDING	Absences		WEEK ENDING	Absences		WEEK ENDING	Absences		WEEK ENDING	Absences						
	Weekly	To Date		Weekly	To Date		Weekly	To Date		Weekly	To Date		Weekly	To Date					
															M	T	W	T	F
18-9-77			25-9-77			2-10-77			9-10-77										
19-9-77	A	A																	
20-9-77																			
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Adm.	Left	on Regis.	Total to date	Adm.	Left	on Regis.	Total to date	Adm.	Left	on Regis.	Total to date	Adm.	Left	on Regis.	Total to date				
For Week		Total to date	For Week	Total to date	For Week		Total to date	For Week		Total to date	For Week	Total to date	For Week		Total to date				

WEEK ENDING	Absences		WEEK ENDING	Absences		WEEK ENDING	Absences		WEEK ENDING	Absences		WEEK ENDING	Absences		Attendances and absences for year					
	Weekly	To Date		Weekly	To Date		Weekly	To Date		Weekly	To Date		Weekly	To Date	Weekly	To Date	sible ten-ces	Absences	Actual Attendances	
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10-10-77			16-10-77			20/10/77			20/10/77			21-10-77								
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Adm.	Left	on Regis.	Total to date	Adm.	Left	on Regis.	Total to date	Adm.	Left	on Regis.	Total to date	Adm.	Left	on Regis.	Total to date	Adm.	Left	on Regis.	Total to date	
For Week		Total to date	For Week	Total to date	For Week		Total to date	For Week		Total to date	For Week	Total to date	For Week		Total to date	For Week	Total to date	For Week		Total to date

WEEKLY TOTAL  
 NUMBER ON ROLL  
 POSSIBLE ATTENDANCE

























SUMMARY FOR WEEK OR PERIOD

Week or Period ending	Absences			Number of openings	Possible Attendances	Roll	ROLL										
							Transferred				Admitted		Left		on Register		
	Boys	Girls	Total				Intro Class		Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Total
							Boys	Girls									
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3																	
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2nd QUARTER																	
3rd QUARTER																	
4th QUARTER																	
YEAR																	

Notes on Registration

(1) Age in years at 31st March is the age in completed years that the pupil will have reached by the 31st March in the current school year or has reached if the pupil enrolled after the 31st March.

(2) The schools (Scotland) Code, 1956, requires the registration and summation of absences only. An absence from any meeting is marked by entering the symbol 0 in the absence column opposite the appropriate name.

(3) In weekly totals or totals to date where there are no absences, the space should be left blank as the entry of 0 may lead to confusion.

(4) A line must be drawn in the space below the last name in the register. This line should be extended from day to day or there will be difficulty if a pupil is enrolled during the week.

(5) Where a pupil is enrolled after the first opening in any week or leaves before the last opening in any week 'Possible attendances' may NOT equal Roll multiplied by number of openings.

(6) **Summary for week or period.** Entries should be made in this page each week or each period consisting of not more than five school weeks, as directed by the Authority. Where the entries are not made each week, the entry to be made in the column headed 'On Register' is the sum of the numbers on the register on the last school opening in each week of the period.

If the Authority requires quarterly totals to be entered a horizontal line should be drawn immediately below the entries relating to any quarter to separate them from the entries relating to the succeeding quarter.

*Baroness  
Christine  
Blantyre*

