

No..... Class.....

[REDACTED]

NEW DAILY REGISTER
YEARLY 100 NAMES

.....School

» For Year Ending.....

R M Cameron & Son Ltd, 166 Easter Road, Edinburgh EH7 5QS

Reference DR101

AUGUST 01 - JUNE 02



Register Number.....

Class.....

Cameron's New Daily Register



For Year ending.....20.....

..... School

..... Department

Recorded by.....Teacher

Recorded by.....Teacher

Supplied.....

Signature of Clerk or other

Officer of Education Committee.....

Register examined and found correct.

| Date | Managers' Signatures | | Date |
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R. M. Cameron & Son Ltd.,

166 Easter Road,
Edinburgh, EH7 5QE

| ADMISSION NUMBER | PUPIL'S NAME (Surname First) | DATE OF BIRTH | | | ADDRESS |
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| DAILY TOTALS | ABSENT | MORNING | | AFTERNOON | |
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| A | Absences | Airth | Unauth | | |
| B | Openings | | | | |
| C | Admitted To School | | | | |
| D | Left School | | | | |
| E | Class Transfers | IN | | | |
| F | Class Transfers | OUT | | | |
| G | Roll At End of Week | | | | |
| H | Possible Attendances | | | | |

Openings To Date.....

Openings To Date.....

| WEEK ENDING | | | | | WEEK ENDING | | | | | WEEK ENDING | | | | | WEEK ENDING | | | | | Total Absences To Date | |
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| 23.11.01 | | | | | 30.11.01 | | | | | 7.12.01 | | | | | 14.12.01 | | | | | | |
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If transfers to Register of Summaries are made at other than weekly intervals, the right-hand section of Weekly Totals spaces may be used for entering running totals.

Openings To Date.....

Openings To Date.....

| WEEK ENDING | | | | | Absences For Week | WEEK ENDING | | | | | Absences For Week | WEEK ENDING | | | | | Absences For Week | WEEK ENDING | | | | | Absences For Week | Total Absences To Date | ATTENDANCES FOR PUPIL'S PROGRESS RECORD | | | |
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If transfers to Register of Summaries are made at other than weekly intervals, the right-hand section of Weekly Totals spaces may be used for entering running totals

Openings To Date.....

Openings To Date.....

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If transfers to Register of Summaries are made at other than weekly intervals, the right-hand section of Weekly Totals spaces may be used for entering running totals

Openings To Date.....

Openings To Date.....

| WEEK ENDING | | | | | WEEK ENDING | | | | | WEEK ENDING | | | | | WEEK ENDING | | | | | ATTENDANCES FOR | | | |
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If transfers to Register of Summerles are made at other than weekly intervals, the right-hand section of Weekly Totals spaces may be used for entering running totals

| ADMISSION NUMBER | PUPIL'S NAME (Surname First) | DATE OF BIRTH | | | ADDRESS |
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| 9 | GRAEME HENDERSON | 10 | 7 | 86 | 70 GREENLEA ROAD, MOIRHEAD |
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| DAILY TOTALS | ABSENT | MORNING | | AFTERNOON | |
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| | | Absences | Auth | Unauth | |
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WEEKLY TOTALS
Changes in Roll

Admitted To School
Left School
Class Transfers } IN
Class Transfers } OUT
Roll At End of Week
Possible Attendances

Openings To Date.....

Openings To Date.....

| WEEK ENDING | WEEK ENDING | WEEK ENDING | WEEK ENDING | Total Absences To Date |
|-------------|-------------|-------------|-------------|------------------------|
| 19 4-02 | 26 4-02 | 3 5-02 | 10 5-02 | |
| M T W T F | M T W T F | M T W T F | M T W T F | |

ATTENDANCES FOR
PUPIL'S PROGRESS RECORD

| Openings To Date | Possible Attendances | Absences | Actual Attendances |
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If transfers to Registrar of Summaries are made at other than weekly intervals, the right-hand section of Weekly Totals spaces may be used for entering running totals.

| ADMISSION NUMBER | PUPIL'S NA (Surname Flr) | WEEK ENDING | | | | | WEEK ENDING | | | | | WEEK ENDING | | | | | WEEK ENDING | | | | | Absences For Week | Total Absences To Date |
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| | | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | | |
| | | 17.5.02 | | | | | 24.5.02 | | | | | 31.5.02 | | | | | 7.6.02 | | | | | | |
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| DAILY TOTALS | ABSENT | | MORNING | |
|--------------|----------------------|------|---------|--|
| | Absences | Aith | Unauth | |
| A | | | | |
| B | Openings | | | |
| C | Admitted To School | | | |
| D | Left School | | | |
| E | Class Transfers | | IN | |
| F | Class Transfers | | OUT | |
| G | Roll At End of Week | | | |
| H | Possible Attendances | | | |

If transfers to Register of Summaries are made at other than weekly intervals the right-hand section of Weekly Totals spaces may be used for entering running totals.

| ADMISSION NUMBER | PUPIL'S NAME (Surname First) |
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| Absences Brought Forward | WEEK ENDING | | | | | Absences For Week | WEEK ENDING | | | | | Absences For Week | WEEK ENDING | | | | | Absences For Week | WEEK ENDING | | | | | Absences For Week | Total Absences To Date |
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| DAILY TOTALS | ABSENT | | | MORNING | |
|--------------|----------------------|------|--------|-----------|--|
| | | | | AFTERNOON | |
| A | Absences | Auth | Unauth | | |
| B | Openings | | | | |
| C | Admitted To School | | | | |
| D | Left School | | | | |
| E | Class Transfers | | IN | | |
| F | Class Transfers | | OUT | | |
| G | Roll At End of Week | | | | |
| H | Possible Attendances | | | | |

If transfers to Register of Summaries are made at other than weekly intervals, the right-hand section of Weekly Totals spaces may be used for entering running totals

| ADMISSION NUMBER | PUPIL'S NAME (Surname First) | Absences Brought Forward | WEEK ENDING | | | | | Absences For Week | WEEK ENDING | | | | | Absences For Week | WEEK ENDING | | | | | Absences For Week | WEEK ENDING | | | | | Absences For Week | Total Absences | To Date |
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GRACE HENDERSON

| DAILY TOTALS | ABSENT | | MORNING | |
|--------------|----------------------|------|---------|--|
| | Absences | Auth | Unauth | |
| A | | | | |
| B | Openings | | | |
| C | Admitted To School | | | |
| D | Left School | | | |
| E | Class Transfers | | IN | |
| F | Class Transfers | | OUT | |
| G | Roll At End of Week | | | |
| H | Possible Attendances | | | |

If transfers to Register of Summaries are made at other than weekly intervals, the right hand section of Weekly Totals spaces may be used for entering running totals

REGISTRATION RULES

(IN ACCORDANCE WITH THE REQUIREMENTS OF REGULATION 17 OF THE SCHOOLS (SCOTLAND) CODE, 1956, CONTAINED IN THE FIRST SCHEDULE ANNEXED THERETO.)

GENERAL

1. A Register of Admission and Withdrawal and a Register of Summaries shall be kept in every school except a camp school; Daily Registers shall be kept in every day school and in every boarding school which is attended by day pupils; a Register of Arrival and Departure shall be kept in every boarding school; and Camp Registers shall be kept in every camp school.

2. All entries shall be made in ink. No entry shall be erased. If a correction is required, it shall be made by means of a subsequent entry or of an explanatory note in such a manner that both the original entry and the alteration are clear on the face of the record.

3. All registers shall be so arranged as to provide readily such statistics relating to pupils in attendance at the school as may from time to time be required by the Secretary of State. The daily registers, the register of arrival and departure and the register of summaries shall be so arranged as to distinguish between the following categories of pupils, and the entries required by Rules 16 and 18 to be made in the register of summaries shall be made separately for each category—

- (1) pupils in nursery classes;
- (2) pupils in special classes;
- (3) pupils in primary departments, other than pupils in nursery classes and special classes;
- (4) pupils in secondary departments, other than pupils at stages S IV, S V and S VI and pupils in special classes;
- (5) pupils at stages S IV, S V and S VI in secondary departments.

REGISTER OF ADMISSION AND WITHDRAWAL

4.—(1) The register of admission and withdrawal shall be in the form of a bound volume, or of a loose leaf volume, or of an alphabetical card index securely stored in suitable drawers; and if it is bound or loose leaf shall have an alphabetical index either as part of the volume or on cards.

- (2) The register shall show for each pupil—
 - (a) his number on the register;
 - (b) the date of his admission or re-admission;
 - (c) his full name;
 - (d) his address;
 - (e) his date of birth which shall be ascertained from his birth certificate on his admission to the first public or grant-aided school in which he is enrolled and from the pupil's progress record on his admission to other public or grant-aided schools;
 - (f) the name and address of the person who, in the opinion of the education authority, is responsible for securing the regular attendance of the pupil at school, being the parent or guardian of the pupil, or the person liable to maintain him, or the person having the actual custody of him;
 - (g) whether exemption from religious observance or instruction is claimed;
 - (h) the school last attended (if any);
 - (i) the class in which he is placed on admission or re-admission; and
 - (j) if he has been withdrawn from the school, the date and reason for his withdrawal and the class then reached.

5. Successive numbers shall be allotted to pupils on their admission. If a pupil is re-admitted to the school after having been withdrawn from the school, a new entry shall be made in the register of admission and withdrawal and a new number shall be allotted to the pupil.

6.—(1) Except as hereinafter provided, a pupil shall be registered as having been withdrawn from a public school if—

- (a) he is known to be attending another school; or
- (b) he has been withdrawn from school by the person responsible for his regular attendance at school, with the consent of the education authority if he is of school age; or
- (c) he has been excluded from the school by the education authority; or
- (d) he has been absent from school for a period of four consecutive weeks and cannot be traced; or
- (e) special arrangements are being made for his education, under section 14 of the Act of 1946, at his home, in a hospital or elsewhere.

(2) Except as hereinafter provided, a pupil shall be registered as having been withdrawn from a grant-aided school if he has been withdrawn from the school by the person responsible for securing his regular attendance at school or has been excluded from the school by the managers.

(3) Where, with the approval of the education authority, a pupil attends a camp school, he shall not be registered as having been withdrawn from the school which he normally attends.

DAILY REGISTERS

7. In the case of a day school the daily registers shall contain the names of all pupils shown by the register of admission and withdrawal to have been admitted or re-admitted to the school and not to have been withdrawn subsequently therefrom. In the case of a boarding school the daily registers shall contain the names of all such pupils who are not admitted to the school as boarders.

8.—(1) The head teacher shall in respect of each meeting and before the end of the meeting cause to be entered in the appropriate column in the daily registers—

- (a) against the name of every absent pupil who is not deemed to be present, the symbol "O";
- (b) immediately below the space in the column opposite the name of the pupil last entered in the register, a horizontal line; and
- (c) at the foot of the column, the total number of absent pupils who are not deemed to be present.

(2) For the purposes of this Rule, an absent pupil shall be deemed to be present if—

- (a) he is in attendance at a camp school with the consent of the education authority; or
- (b) he is taking part in a visit or excursion which has been approved by the District Inspector as being of educational value; or
- (c) he is attending a child guidance clinic or undergoing medical or dental inspection, examination or treatment or cleansing under arrangements made by the education authority or with their consent, provided that the absence from school does not extend to more than two consecutive meetings.

but a pupil exempted from school attendance either under section 34 of the Act of 1946 or under section 1 of the Education (Exemptions) (Scotland) Act, 1947, shall not be deemed to be present.

9. When a meeting is not held on any occasion for which a column is provided in the daily register, the head teacher shall cause a vertical line to be entered in the said column before the next meeting.

10. At the end of each week in which one or more meetings are held there shall be entered in the daily register—

- (1) against the name of each pupil on the register, the number of absences registered during the week in accordance with Rule 8;
- (2) the sum of the numbers so entered;
- (3) the number of meetings held during the week;
- (4) the number of pupils whose names have been placed on the register in the course of the week, the number of pupils whose names have been withdrawn from the register in the course of the week, and the number of pupils on the register on the last day of the week on which a meeting was held; and
- (5) the number of possible attendances during the week, that is to say the number obtained by multiplying the number of pupils on the register on the last day of the week by the number of meetings during the week.

11. At the end of each school year, the head teacher shall cause to be entered in the daily register, against the name of each pupil on the register, the number of absences registered during the year in accordance with Rule 8.

REGISTER OF ARRIVAL AND DEPARTURE

12. The register of arrival and departure shall contain the names of all pupils shown by the register of admission and withdrawal to have been admitted or re-admitted to the school and not to have been withdrawn subsequently therefrom who are admitted to the school as boarders.

13. The head teacher shall cause to be entered in the register of arrival and departure, against the name of each pupil on the register, every date upon which he comes into residence at the school, every date upon which he ceases to be in residence at the school, every date upon which, although in residence at the school, he is unable through illness or injury to undergo instruction, and every date upon which, while in residence at the school, he is temporarily absent therefrom. The register shall also show whether a pupil absent from the school while it is in session is absent with leave or on other reasonable grounds.

14. At the end of each school year the head teacher shall cause to be entered in the register of arrival and departure, against the name of each pupil on the register, the total number of days on which, while the school was in session, he was not in residence or was in residence but was unable through illness or injury to undergo instruction or was temporarily absent from the school.

REGISTER OF SUMMARIES

15. At the end of each week in which one or more meetings are held, or of each period consisting of a number of such weeks not exceeding five, the head teacher shall cause to be transferred from the daily registers to the register of summaries—

- (1) the total number of absences registered during the week or period;
- (2) the total number of meetings during the week or period;
- (3) the number of pupils on the daily registers on the last day of the week on which a meeting was held or, if the transfers are made at intervals of more than a week, the sum of the numbers on the registers on the last day on which a meeting was held in each week of the period; and
- (4) the total number of possible attendances during the week or period.

16. At the end of each school year the head teacher shall cause the entries made in the register of summaries in accordance with the last foregoing Rule to be added and shall enter in the register—

- (1) the total number of attendances by day pupils during the year, that is to say the difference between the total number of possible attendances during the year and the total number of absences registered during the year;
- (2) the average attendance by day pupils during the year, that is to say the number obtained by dividing the total number of attendances during the year by the total number of meetings during the year; and
- (3) the average number of day pupils on the registers during the year, that is to say the number obtained by dividing the sum of the numbers of pupils on the daily registers on the last day on which a meeting was held in each week of the year by the number of weeks in which one or more meetings were held during the year.

17. At the end of each week for the whole or part of which a boarding school is in session, the head teacher shall cause to be entered in the register of summaries the number of pupils on the register of arrival and departure on the last day of the week on which the school was in session.

18. At the end of each school year the head teacher of a boarding school shall cause the entries made in the register of summaries in accordance with the last foregoing Rule to be added and shall enter in the register the average number of pupils on the register as boarders during the year, that is to say the number obtained by dividing the sum of the numbers of pupils on the register of arrival and departure on the last day on which the school was in session in each week of the year by the number of weeks for the whole or part of which the school was in session during the year.

CAMP REGISTERS

19. The head teacher of a school from which pupils are sent to a camp school either in groups or singly shall cause to be prepared for transfer with the pupils to the teacher in charge of the camp school a register showing for each pupil—

- (1) his full name;
- (2) his date of birth; and
- (3) the name and address of the person who, in the opinion of the education authority, is responsible for securing the regular attendance of the pupil at school, being the parent or guardian of the pupil, or the person liable to maintain him, or the person having the actual custody of him.

20. The teacher in charge of the camp school shall cause to be entered in the said register against the name of each pupil

- (1) the date of his arrival at the camp school;
- (2) any date upon which he is unable through illness or injury to take part in the activities of the school;
- (3) any date upon which he is absent from the camp school and the reason for such absence; and
- (4) the date of his leaving the camp school and shall as soon as the register is completed return it to the head teacher by whom it was originally prepared.



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