

KEEPING OF ROLLS

N.B. A Roll is a legal document and as such must be **neatly** carefully and accurately kept etc.

1. Names of pupils are listed in strict alphabetical order. Any latecomers after rolls are compiled are placed on the end of the list.
2. All details regarding pupils must be entered in the appropriate columns.
 1. Admission number
 2. Religion
 3. Age on date indicated 1/1/19-
 4. Date of Birth
 5. Home Address - father's initial - indicate if no father or if Gu dian.
Include Telephone number (Home and work)if any.

3. Headings to roll should be completed. School - Class - Date on which the term closes.

Dates for the week should be written in as follows:

Week 1				Week 2				Week 3				Week 4			
Feb.															
2	3	4	5	8	9	10	11								

4. As new girls join the class the names should be added in the next space under the last name on the roll. No gaps should ever be left in the roll.
5. Rolls are NOT to be marked in biro. Use ordinary ink.
6. Attendance should be recorded in the method explained at the front of each roll.
 - / morning attendance
 - \ afternoon attendance
 - X present all day
7. If a child is absent a dot should be first recorded. An absence note should be sent to the parents on the second day of absence. This will be sent from the Clerical office.
8. On receiving a note from the parent the reason for the absence should be entered above the absence and the dot changed to S for pupil ill or L if pupil has been kept at home for other reasons An "a" is reserved for unsatisfactory reasons for absence or unexplained absences.
THE REASON FOR ABSENCE MUST BE RECORDED IN THE ROLL ABOVE THE ABSENCE.
9. A note must be obtained from each girl who has been away. Ask for absence notes as soon as the absentees return. If the note has not been brought and **SIGNED BY THE PRINCIPAL** the child should be sent to the Principal at the end of the session or if deemed necessary immediately. Please check that the child has been seen by the Principal or Deputy Principal.
10. As soon as the reasons have been recorded file the notes in the appropriate drawer in the Clerks' Room. Do not allow your roll to become unweildy with notes. These notes must be removed each week.

11. All rolls must be returned to the Clerks' Room promptly after marking. Do not keep the rolls in the Staff Rooms or Class Rooms.
12. The Roll should be marked each day.
13. Each Friday promptly after Roll Call the roll must be returned together with the attendance card.
14. The daily attendance must be shown together with the weekly attendance the Gross and the Effective enrolments. Do this as follows:

Daily Attendance	20	19	20	20	21	21	20	20	
Weekly Attendance	77				102				
Gross/Effective	20/20				21/21				

15. The Gross is the total number of pupils on the roll. A new Gross commences every term - and no girl is counted in the gross (or effective) until she has returned to the school after the commencement of any school term.
16. The Gross usually rise. The only time the Gross enrolment for a class goes down is when girls are transferred from that class to another within the school. In this case the gross and the effective enrolments go down for the class from which the transfer is made and go up for the class to which the transfer is made.
17. When a new enrolment occurs the Gross and Effective enrolments for the class in which the new pupil has been placed both go up from the week in which that enrolment takes place (even if child is enrolled on the Friday.)
18. When a pupil leaves or is transferred to another school then the Gross for the class remains unaltered but the effective enrolment will go down DATING FROM THE WEEK FOLLOWING THE DAY ON WHICH THE CHILD LEAVES THE SCHOOL.
19. The effective enrolment may be equal to the Gross enrolment but can NEVER be greater than it.
20. When there is an alteration in the Effective enrolment (or in the gross) the reason for this must be shown in the attendance folder in the column without a heading as follows:
 - M. Badger N. E.
 - T. Lyons To to IA
 - L. Thomas Left
 If the latter is recored then all details regarding the leaver must be recorded in the ruled columns on the right hand side of the attendance sheet in the attendance folder.
21. A name can never be crossed off the roll. When a pupil leaves - the word "LEFT" is entered after date of leaving and a line may be ruled across the remaining days to end of term.
22. When a child is transferred to another school, the school to which she has been transferred should be entered in the roll after last day of attendance.

