School sign-in requirements

Use this with your reception, school office and emergency-planning leads. Mark each requirement Essential, Useful or Not needed. Request a demonstration and record any conditions before choosing a supplier.

Organisation / site: _____ Review date: _____

Requirement to check	Priority	Evidence / owner
Separate visitor, staff, supply staff and pupil journeys		
Identity and safeguarding checks remain with authorised staff		
Late arrivals and authorised early departures		
MIS provider, supported fields and school approval		
Year/form mapping, duplicates and leaver review		
Attendance data freshness and conflicts with site sign-in		
Different assembly points and shared roll-call decisions		
Missing names, visitors and temporary staff during a drill		
Connection-loss procedure and independent fallback		
Access permissions, privacy, retention and exports		
Accessible reception and an assisted sign-in route		
Hardware, hosting, setup, support and full annual cost		

Record the MIS and version, data permissions, expected refresh times and any extra provider charges. Reception sign-in is not automatically statutory attendance. Agree responsibilities and rehearse your own emergency procedure.

Next step: use the same brief for every supplier, then run a small supervised trial before a wider rollout.

Discussion / follow-up: _____

_____