

### Attendance Record (Register) template – Winning Teams group *and pupil identification code note*

School name..... Town/location ..... District.....

School level (class) of pupil group ..... Start date of pupil group at this level .....

<b>DATES of Winning Teams sessions</b> <i>(fill in over time, as the programme proceeds and sessions are held)</i>																			
				<i>Code, name, gender to be filled in one time, at the start</i>			<i>Dates to be filled out (above) and attendance ticked as a register (below), at each session</i>												
<b>CODE (see note)</b>	<b>NAME of pupil</b>	<b>GENDER M/F</b>																	

## Pupil identification Code - note:

Each pupil who joins a Winning Teams group is allocated a code. This is an identity unique to that pupil. The pupil keeps the same code throughout their career in Winning Teams. Each new pupil is allocated a new code. The code indicates the school and location where the pupil started with Winning Teams.

The code is to record the progress records of individual pupils and data on the overall population involved in Winning Teams. The data can be combined and processed for different uses. It avoids confusing different pupils.

The following system has been adopted from 2022 for JSS3 pupils and JSS1 pupils. It is suggested to maintain the same system with any levels and groups in the future.

- 3 or 4 letters abbreviation for school name + 1 or 2 letters for District initials (max 5 letters total)
- Serial number for pupil enrolled into Winning Teams in that school.
- **Example code:** HSGM001 for the first pupil registered into Winning Teams at Harford School for Girls, Moyamba – pupil **001**
- **Pupil retains the same Code and serial number** as she or he progresses through later years and levels in Winning Teams
- New enrolments into Winning teams in the same year or a later year start with the **next free serial number following the highest number already used in that school.**
- **No re-allocation of a number** once it has been allocated. The serial number of a pupil who drops-out from Winning Teams remains unused, not transferred to another pupil.
- **Code remains unique to one individual pupil**, for personal record and for programme evaluation and tracking.
- Facilitator of each group participating in Winning Teams maintains that group's own attendance register. Facilitators within a school coordinate at the start to allocate a unique code to each pupil, so they do not allocate the same number to more than one pupil, and do not allocate a number already allocated to another pupil that year or in an earlier year.

The pupil uses the unique code allocated to her/him on any Winning Teams documents requiring personal identification (eg, maths test scores).

The unique codes can be used anonymously without pupil names for later analysis and evaluation of progress, if required.