

Attendance

Reviewed October 2009

PURPOSE

To encourage students to attend school regularly.

GUIDELINES

1. The Principal will ensure a system of monitoring attendance of pupils is maintained.
2. The Principal will notify the Board if these procedures fail to produce adequate attendance.
3. The Board is bound by the requirements of the Education Act regarding attendance.

PROCEDURE

1. Teachers will complete their registers online within 15 minutes after the morning bell is rung and again after lunch.
2. If staff are absent relievers will be given a hard copy of the register.
3. Lateness will be recorded by the receptionist onto a hard copy before being put onto the register. Children who are late are given a slip recording the date, time and reason. This is given to the class teacher when the child arrives in class.
4. Parents are encouraged, through the school newsletter to inform the school if their child is absent. For those children that we have not been informed about the Receptionist will contact the parent/caregiver regarding reasons for absence. This will be recorded, including the time of the phone call.
The caregiver will be reminded of their responsibility and offered positive assistance to remedy the situation if there is an issue with their child not attending school.
5. If the response is unsatisfactory the Truancy Officer will be asked to visit the caregiver.
6. The Deputy Principal in consultation with the Special Needs Team will seek support from appropriate community agencies e.g. Public Health Nurse.
7. When reasonable action by the Deputy Principal has been unsuccessful, the Board of Trustees will be notified.
8. If a student fails to attend school and their whereabouts cannot be established after 20 school days NETs will be notified.

BOARD OF TRUSTEES APPROVAL

Board of Trustees Chairperson _____

Date _____