ATTENDANCE ROLL POLICY

Rationale
The Attendance Roll is a legal document and must therefore be an accurate record of student attendance. To ensure that Our Lady Help of Christians School complies with regulations as currently set by the V.R.Q.A for the recording of student attendance Our Lady Help of Christians uses an electronic Roll system.

Aims
This policy aims to ensure that:
♦ all members of staff are informed of the correct procedures
♦ there is consistency in the recording of student attendance
♦ the roll is an accurate record of attendance and complies with legal requirements of the V.R.Q.A and the C.E.C.V

Implementation

The Electronic Roll program used by Our Lady Help Of Christians Primary School is called N- FORMA.

The School Secretary may print a hard copy of student absences from the electronic Roll each day at 9:30 a.m. and 2.30 p.m. In the event of having an Emergency Teacher at the school or in the case of network/computer failure, a hardcopy of a class list is completed and then at the next opportunity is entered electronically.

The Electronic Roll is maintained and updated under the direction of the Principal, in consultation with Steve Clarisse of Clarisse Data Design (the designer and provider of the electronic Roll).

The Roll

All Teachers have access to the electronic Roll via the school's computer network. During specialist lessons the specialist teachers will complete the afternoon roll at 2.30 pm on a class list and the classroom teachers will follow this up with an electronic attendance roll later.

The Emergency Teacher Folder will contain a copy of the class list.
Morning Attendance Roll
The Electronic Roll is to be completed by 9:30 a.m. each morning and before 2:30 pm each afternoon.

Late Arrivals
Students arriving to school after 9 a.m. must report to the School Office to collect a Late Pass. The School Secretary records late arrivals for each day in the "Late Arrivals" book kept in the School Office. The Late Pass is presented to the classroom teacher, Specialist Teacher or Emergency Teacher (whichever applies) and is recorded on the roll as a late arrival. If a student arrives to the class without a Late Pass, the teacher will send the child to the office for a Late Pass to be provided for the classroom teacher's records.

After 9 a.m., any late arrivals and/or notifications of absence will be updated on the Roll by the class teacher and recorded accordingly; that is, late arrival, morning absence if after 9:30 a.m. or full day absence (whichever applies).

Student Absence
If a student has not arrived by 9 a.m. the teacher records the student as a "morning absence" or "full day absence". The Class teacher will update this "late arrival" to a "morning absence" in the event that the child arrives after 9 a.m. If the Teacher has been notified by the parent that the child will be absent for a full day, then the teacher will mark the child as a "full day absence". If the secretary receives notification of a full day absence, and the reason, he/she will forward to the classroom teacher.

Parents/Guardians are required to advise the school in writing of the reason for any student absence. As a courtesy parents may phone the office to indicate a student absence, but must later follow this up with a written note.

Where this has not occurred, the school will attempt to contact the parent or guardian to ascertain the reason. This could be in written or verbal form.

Absentee notes, along with verbal notification notes, are to be kept with Late Passes and Early Dismissal Slips and forwarded to the School Office for archiving at the end of the school year.

Children should be discouraged from staying away from school when they do not have valid reasons as every school day should be valued. Where a child has missed numerous days of school for no valid reason initially contact should be made with the parents to ascertain why this is happening. Days of absence are recorded within the N-Forma attendance collection tab each day. The number of absentee days are recorded on each child's mid-year and end of year school reports, and teachers are encouraged to make a statement at reporting times when attendance has been unsatisfactory. These statements remain saved within the child's electronic student file in N-Forma. A referral should be made to the Student Wellbeing Co-ordinator for assistance and intervention where absenteeism becomes habitual.
Afternoon Roll
The afternoon roll is taken as close as possible to 2.30 p.m. Any dismissal between 12 midday and 2.30 p.m. is recorded as an "afternoon absence".

Early Dismissal
Parents/Guardians collecting students at any time during the day must report to the School Office to collect an Early Dismissal Slip. The School Secretary records early dismissals in the Early Dismissal Book kept in the School Office. The Early Dismissal Slip is given to the classroom teacher, specialist teacher or Emergency Teacher by the Parent/Guardian when collecting the student. If this is between 12 midday and 2.30 p.m. this is recorded as an "afternoon absence". If it is before 12 midday this is recorded as a "full day absence".

Early Dismissal slips are kept with Late Passes and Absentee Notes by the classroom teachers and are archived by the office at the end of the year.

Descriptions
Morning Absence: If a child is not in the classroom by 9am.
Late Arrival: If a child arrives between 9 and 9.30am or if a child returns to the school from an appointment.
Afternoon Absence: If the child is an early dismissal between 12 midday and 2.30 pm.
Early Dismissal: If the child is an early dismissal after 2.30pm.
Full Day Absence: If the child is absent for the whole day.

Emergency Teachers

Emergency Teachers will be provided with a class Emergency Teacher folder by the office. A current class list will be a "hard copy" of the Roll for morning and afternoon attendance in accordance with this policy.

This "hard copy" is checked by the Emergency Teacher at 9.30 am and 2.30pm to the School. The Class teacher will update the electronic Roll upon their return.

Network Failure
In the event of a network/computer failure and the electronic Roll being unavailable, the classroom teacher will maintain a "hard copy" of the Roll for morning and afternoon attendance in accordance with this policy. The electronic roll will then be updated by the class teacher when it comes back online.

Evacuation Procedures
In the case of evacuation, the School Secretary takes the list of absent students and class lists to the Classroom Teachers, Specialist Teachers and/or Emergency Teachers at the designated assembly area in accordance with the Evacuation Procedures and DISPLAN Policy.

Evaluation
Staff will be regularly informed of, and trained in, any electronic Roll updates. Staff Meetings are held as required to address issues arising with the implementation of the electronic Roll procedures.