ELECTRONIC ROLL POLICY

RATIONALE

To ensure that Our Lady Help of Christians School complies with regulations as set by the V.R.Q.A to record student attendance, we use an electronic roll. This policy ensures that all staff members are informed of the correct procedures.

SHARED BELIEFS

At Our Lady Help of Christians School we believe that:
- The recording of student attendance needs to be accurate and up to date.
- Data collected, gives valuable information regarding individual students and the overall attendance patterns.
- It is a valuable tool as part of reporting to parents.
- The roll is a legal document and it therefore must be an accurate record.

IMPLEMENTATION OF THE POLICY

The following guidelines are to assist in the implementation of the policy:
- Inservice new teaching staff on procedures. Eg. Use of N-Forma Program
- In case of the computer network not working, alternative procedures are in place. Eg. Use of paper attendance roll until electronic issues are fixed
- In event of emergency procedures, measures are in place Eg. Class teacher brings a class list out to a DISPLAN, School Secretary brings a master list of all students

PROCEDURES FOR ACTION

- The roll is to be completed by class teachers by 9.30 a.m. each morning and prior to 2.30 p.m. each afternoon.
- A list of absentees is printed in the Office each morning and afternoon and is housed in a folder. School Secretary is responsible for maintaining this.
- Absentees/ Late Arrivals/ Early dismissals need to be recorded in NFORMA with reason given
- Late arrivals should be recorded on the NFORMA electronic roll.
- The school policy is that absentee notes should be received from parents as soon as possible after the absence. These notes are to be collated and kept in a simplex wallet on each class teacher's desk. At
the end of each school year these notes and all other correspondence from parents are to be archived for seven years. The Late Arrival / Early dismissal forms issued through the school office should also be retained by the class teacher in this same simplex wallet.

- The parent / guardian come to the office to sign in a Late Arrival and sign out an Early Dismissal. The student must present a late arrival slip to the class teacher when a student is late for school. If a student arrives late for class without a late arrival slip, s/he should be directed back to the School Office to complete a late arrival slip and then return to class.

- If the computer network is down or when a casual relief teacher (Emergency Teacher) is responsible for a class, a hardcopy of the roll must be completed. The Emergency Teacher must leave the completed roll on the class teacher’s desk. On return, the class teacher updates the electronic roll from details on the hard copy.

- There is also an electronic record of the attendance for the school year saved to CD and stored as part of the NFORMA program

- In case of a DISPLAN, the School Secretary takes the list of present and absent children and class lists to the emergency assembly area.

- Blank rolls for each class are kept in the Emergency Teacher folder and given to the Emergency Teacher by the Deputy Principal when he/she arrives for the day.

Policy developed: Term 3 2010