Our Lady Help of Christians Primary School

Attendance Policy

Rationale:
At Our Lady Help Of Christians, 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 Catholic School Operational guide for the recording of student attendance, Our Lady Help of Christians uses an electronic Roll system. This policy ensures that all staff members are informed of the correct procedures.

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 Catholic School Operational guide
- Data collected, gives valuable information regarding individual students and the overall attendance patterns.

Implementation:
At Our Lady Help of Christians, the following guidelines are used to assist in the implementation of the policy:

Attendance Roll
- The Electronic Roll program used by Our Lady Help Of Christians Primary School is called N-FORMA.
- The Electronic Roll is to be completed by 9:30 a.m. each morning and before 2.30 pm each afternoon by the supervising teacher.
- Inservice new teaching staff on procedures. Eg. Use of N-Forma Program
- Staff will be regularly informed of, and trained in, any electronic Roll updates.
- In case of the computer network not working for the supervising teacher (including emergency teachers), alternative procedures are in place. Eg. Use of paper attendance roll until electronic issues are fixed
- In the 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
- 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.
- The Electronic Roll is maintained and updated under the direction of the Principal, in consultation with Steve Clarissee of Clarissee Data Design (the designer and provider of the electronic Roll).

Student 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.
- This 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).
- 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.

Student Absence
- 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".
- Parents may use the student absence form on the school website to inform the school of their child’s absence.
- If the Principal receives notification of a full day absence, and the reason, (through the school website) 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 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.
- 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.
- 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 Leader for assistance and intervention where absenteeism becomes habitual.

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 via the office tub. This will be updated on the Roll by the class teacher and recorded accordingly.
- 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".

Casual Relief Teachers
- Casual Relief 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.

Evaluation

This policy will be reviewed as part of the school’s review cycle.

This policy was last ratified by School Staff - Term 2 2015