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**Ratified by B.O.T.**    **Date: 4 May 2017**

**Review Date: 4 May 2020**

**Signed Chairman:**

**POLICY TITLE:    Attendance and Register.**

**POLICY NUMBER:        3**

**NAG'S REF:        6**

**PURPOSE:**

To provide for the efficient control of school attendance students and employees.

**GUIDELINES / OBJECTIVES:**

**1.     Students**

- a.**    The attendance of all students should be regular and punctual. Where students have irregular, unsatisfactory or unexplained absences, the Principal is to be informed. Contact with parents will be made to discuss means of improving the student's attendance.
- b.**    Parents are requested to ring the school before 8.30am each morning and have their child's absence recorded. The school will as soon as possible attempt to telephone parents of students who have an unexplained absence.
- c.**    Students returning from an absence are requested to bring a signed note from parents, explaining their absence. Alternately a telephone call from the parent is sufficient and appreciated.
- d.**    Dental or medical appointments should be notified in advance to the School.
- e.**    Parents of consistently late students will be contacted by the Principal to seek a resolution.

**2.     Teaching Staff**

- a.**    All staff should endeavour to notify the Deputy Principal as soon as possible of their possible non-attendance. This will enable a reliever to be employed.
- b.**    Medical and dental appointments and the like should be made outside school hours or negotiated to be at suitable time with the principal.

- c. Where a known absence will occur, eg. In-Service training, the relief teacher should be fully aware of the days requirements. In the absence of their regular teacher, the students should also be fully aware of their programme of work and the high standards expected in work habits, attitudes and behaviour.
- d. Programmes of work for other absences, eg. sickness, should be covered in the normal work plan preparation which should be made accessible to the relief teacher.
- e. Requests for short-term staff leave will be at the discretion of the Board of Trustees and the Principal.

### **3 Other Employees**

- a. Requests for leave must first be obtained from the principal, so that cover can be arranged where necessary.

### **4 Attendance Register**

Electronic register will be kept to record daily attendance of students.

- a. The electronic roll will be completed by the supervisor responsible for each learning centre by 9.15am each morning and again by 12.30pm each afternoon.
- b. The attendance officer will then check on staff that has not completed the register.
- c. Absence messages received by the office will be entered by the attendance officer plus details of any students who sign in late at the office.
- d. After each roll time the attendance officer will print an absence list with comments and place in the front of the evacuation pack.
- e. The attendance officer will notify the principal of any unexplained absences.