

Attendance Policy

Under the Education Reform Act 1990 all students between the ages of six and seventeen are required to be enrolled and attend school on each day that instruction is provided. The Act specifies that all schools must maintain an accurate record of daily attendance of all students. Such a document has legal status and may be used to prepare a statement for use in court. Therefore attendance checking procedures need to identify and assist students with unsatisfactory attendance. Early detection of poor attendees and prompt, positive intervention measures are essential.

Procedures

1. Teachers are to collect rolls from the staff common room.
2. Roll call begins at 8.50am and concludes at 9.00am for all students in Years 7 to 12. Primary 9.00am. Staff and students are expected to arrive punctually.
4. An 'a' is to be entered on the roll next to any student who is not present at the daily roll call.
5. Any student arriving between 8.50am and 9.00am(Secondary) or is to go directly to his/her roll call teacher.
6. The roll call teacher is to record the student as present.
7. Roll call teachers are to ensure all students present are marked as such and that any notes, receipts etc in the pocket of the roll are distributed..
9. An absence from school is only valid for illness, emergencies and pressing family concerns. In such circumstance an explanatory note, signed by a parent or guardian must be given to the roll call teacher or handed to the front office staff on the day the student returns to school.
10. Roll call teachers play an important role in pastoral care of students as well as ensuring that regular attendance is maintained and recorded. As they have direct contact with students, they are most able to monitor patterns of absenteeism and make students aware of the necessity of providing a written explanation of all absences within 7 days of the occurrence, as the law requires. They should also promote a pride in wearing complete school uniform. Any student concerns should be referred to the Attendance Committee. (2010 – I. Thompson and K. McArdle)
11. The roll call teacher will in the first instance deal with any student who arrives late. Students who continually arrive late to school without an acceptable written explanation will be dealt with by the Attendance Committee.
12. Students arriving after 8.40am are to sign on late at the rolls office, providing an explanation for their lateness. They will be issued with a late to class slip in order to gain access to class. Any student who fails to attend roll call and does not sign on late but attends class during the day will be deemed to have truanted from roll class and will be dealt with accordingly.
13. If a student absence is likely to extend beyond a period of more than three days, parents are requested to notify the school because it may be possible for the student to continue his/her studies. The Attendance Committee will investigate the possibility of such a program.
14. Attendance Committee will ensure that rolls have been collected and are being effectively marked.

15. Teachers are to mark and maintain a roll of each of their classes every lesson. The Absentee Sheet including the known excursion list for the day will be made available to each member of staff in all staff rooms by recess each day.

16. Students who have truanted must be recorded and put as a RISC entry. The front office is to be informed.

16. Stage 6 students are to inform their class teachers of any school approved activity that results in their absence from class. The class teacher is then to adjust their class roll so that the absence is recorded as a 'transfer' lesson.

17. It is the responsibility of the Attendance Committee to monitor overall attendance patterns and to investigate any pattern of attendance that gives rise to concern. Every week Absentee Notices: Compulsory School Attendance are sent to parents or care-providers for unexplained absences in the preceding two weeks. Where necessary referrals can be made to the Home School Liaison Officer for further action.