

ATTENDANCE

Rationale

The Board of Trustees has responsibility to ensure that the attendance of all pupils enrolled at the school is as per the Ministry of Education guidelines and all current legislation.

Purposes

1. To ensure that all children enrolled at the school correctly, attend regularly or have all absences explained appropriately as per MOE guidelines and current legislation.
2. To keep parents informed of their obligations and responsibilities with regard to their children attending school and as related to this policy.

Guidelines

1. On the enrolment of their child, all parents will be informed of the importance of regular attendance and the procedures to be followed when their child is absent or late on a regular basis.
2. Attendance is to be recorded accurately twice a day using the MOE approved Electronic Attendance Register (EAR) procedure. Teachers only will use this procedure and relieving teachers will use a written roll that will be sent to the school office for transferring onto the EAR system. This attendance procedure will be monitored daily by the office staff member and discussed with the Deputy Principal as required. A weekly attendance summary will be communicated to the Deputy Principal and or Principal as required.
3. All absences including lateness will be automatically identified and monitored by the Principal via the Deputy Principal. These individual cases are discussed with the Senior Management Team (via the Pupil Support meetings) and parents and caregivers may be then contacted by phone and or letter. If absences or lateness are of a major concern then a notification may be made to the D.T.S. (District Truancy Service) directly.
4. Parents are asked to notify the school by telephone if their child is absent. The school office will endeavour to contact the families of absent pupils (within the first teaching block of the morning) to confirm the absence and the reason. A list of all absences and contacts will be kept as required. On the child's return to school, parents / caregivers are asked to supply a note explaining the child's absence. Teachers send all notes received to the office and these are kept in class groups by the office.

5. All appropriate legislation and aspects of the Privacy Act will be followed in regards to this policy.
6. There is a requirement for classroom teachers to follow this policy as set out above as part of their professional responsibility. Training and associated professional development on this procedure will be given to all teachers on a yearly basis.
7. Information regarding Attendance and any associated matters will be tabled annually at a Board of Trustees meeting.

Dated 10th June 2015

Ratified at the BOT Meeting held on 10th June 2015

M. Wilkie
BOT Chairperson