

ATTENDANCE

Recognising that attendance is a vital component of a student's progress and development, the purpose of this policy is to record and monitor student attendance, facilitate students to achieve their full potential through regular attendance and to encourage and reward full attendance. It also enables the school to comply with Health and Safety regulations.

Procedures for monitoring attendance:

1. The School Secretary records absences each morning and afternoon.
2. Parents are requested to telephone the school on the morning of the absence before 9.30 a.m.
3. When a student is absent for part of a school day, a full school day or more than a school day, parents / guardians must supply a written explanation of the reason for absence. This is a legal requirement under the Education Welfare Act. Please use notes provided in the Student Journal. This note should be given to the Class Tutor.
4. Students must attend all scheduled classes each day.
5. Any student leaving the school during school hours must give a note of explanation to the Class Tutor, Principal or Deputy Principal and then sign OUT from the Secretary's office. On her return the student must sign IN.
6. If a student is absent for more than 20 days on aggregate the Principal is obliged to notify the Educational Welfare Officer.
7. If a student is late for class due to an appointment with another teacher she must present a signed pink docket to her class teacher.
8. A student may not leave class during class time to go to the toilet unless she has written verification of a medical problem from the doctor. (There is a break of class at least every 40 mins).
9. Each student's attendance record forms part of her term report to Parents/Guardians
10. Full attendance for the school year will be rewarded by the presentation of a Certificate. Full attendance for the duration of students 5/6 years in school will be rewarded by the presentation of a Certificate and a Trophy.

Consequences for unauthorised non attendance

▪The sanction for a student who is absent without permission from school for a full day or more is **SUSPENSION**. The duration depends on the number of days absent without permission and may result in a report being sent to the local Education Welfare Officer. The student on her return to school must be accompanied by a Parent / Guardian and will be required to renew her commitment to the school's Code of Behaviour by signing the Statement of Contact.

- A student who absents herself from school for part of a school day without permission from the school authorities receives a FORMAL COMPLAINT and DETENTION.
- A student who is on the school premises but absents herself from classes without permission will receive a FORMAL COMPLAINT and DETENTION.
- Any student who is absent without permission may be DENIED PRIVILEGES (e.g. school trips etc.) at the discretion of the Principal / Deputy Principal.

PROCEDURES FOR STUDENTS WHO FEEL UNWELL

1. A student who feels unwell must report to the Secretary's office, having first sought permission from her teacher.
2. If the student feels unable to return to class, the Secretary will telephone her parents.
3. If the parents/guardians cannot take the student home, the student will remain in the Sick Bay.
4. Students must sign in the medical note-book in the Secretary's office and state the length of time spent in the Sick Bay.
5. If the student leaves the school, she must sign OUT from the Secretary's office.
6. On the student's return to school, a note of explanation must be given to the Class Tutor.

Note : In the case of an emergency, if the parents cannot be reached, the school will call a doctor or bring the student to hospital.

For Health and Safety reasons no student may leave the school at any time without permission from Class Tutor, Deputy Principal or Principal. Signing out only is not sufficient.

PROCEDURES FOR MONITORING PUNCTUALITY

Punctuality is a valuable aspect of class management. It is essential that students attend class punctually to ensure an orderly learning environment.

- All students are expected to be punctual for each class, each day.
- Students who are late at 9.00 a.m. must report to the Deputy Principal.
- Students who are late at 1.50 p.m. must report to the Principal.
- Students who report late at 9.00 a.m. and / or 1.50 p.m. twice in one week or four times in a calendar month are required to do DETENTION.
- Students who report late to class at other times will be sanctioned by the class teacher.

- Each student's punctuality record forms part of her term report to Parents/Guardians
- Failure to report for Detention is considered a serious breach of discipline and may result in **SUSPENSION**. It is the student's responsibility to make herself aware of **DETENTION** time and date.

Roles and responsibilities

Students

- To be punctual for each class each day.

Parents / Guardians

- To enable students to be punctual.