



PROCEDURE 6.1.1

STUDENT ATTENDANCE USING eAR (Electronic Attendance Register) PROCEDURE

PRINCIPLE:

1. The school will take pro-active steps to increase student attendance. The Principal & DP will set annual targets on this and the DP will report to the Board on student attendance at least twice a year.
2. Student attendance will be recorded in Attendance Registers twice a day through the School's Student Management System(eTap); together with the reason for any absence in the comments section.
3. Parents/caregivers will be contacted as soon as is practicable in relation to any unexplained or unjustified absence.
4. The Principal will inform parents/caregivers and the community-at-large about the school's policy on attendance/absences (and to keep the community aware of it on an ongoing basis), via our Parent Information Booklet and regular newsletters.

PROCEDURE:

RECORDING ATTENDANCE

1. Student attendance will be recorded twice daily, at the beginning of morning school, and at the beginning of afternoon school. This will be done, either electronically by the class teacher using the school's Student Management System in the classroom, or by recording the attendance/absence information on a pre-populated class list, which will be sent within 30 minutes to the School Office.
2. The Office Manager or the class teacher will subsequently record in the SMS the reason for each student's absence, using the Attendance Codes provided in eTap.

STUDENTS ARRIVING LATE

3. Students arriving at school late will be required to report first to the Office, who will record the lateness in the SMS including the time of arrival (in the comments).
4. If a student is absent without explanation during the course of the school day, the class teacher will either input that information directly into the SMS or will send a runner to inform the Office, who will record the absence in the SMS as an unjustified absence. This will then be followed up by the Office Manager.

NON-HOMEROOM

5. If students are being taught by any teacher other than the class teacher (e.g. a relief teacher), then the teacher taking the student(s) or class will either record the absent students directly into the SMS or will send a runner with a written record of this to the Office, who will enter that information into the school's SMS.

IMPENDING ABSENCE

6. Whenever possible, parents/caregivers will be encouraged to advise the school of an impending absence ahead of time. When this is not possible, then parents/caregivers will be asked to inform the school as soon as possible after the event (e.g. by phone on the day of a student's illness).
7. If parents/caregivers advise the school of an impending absence of five school days or more, and request work to be provided for the student, then the class teacher will make the work available. However, work will not normally be provided for absent students under any other circumstances.

EXPLANATIONS

8. The following methods of explaining student absences, either before or after the event, will be accepted from parents/caregivers:
 - a. a phone call (or message left on the 'absence' line)
 - b. a face-to-face explanation
 - c. a note

- d. a text message to the school's 'absence' phone
- e. an email message to school stating:
 - i. the student's name
 - ii. the date of the absence and
 - iii. the reason for the absence
- f. a certificate from a health professional or other person of standing in the community (as defined by the Principal).

UNEXPLAINED ABSENCE

9. When a student is marked absent and that absence hasn't been explained beforehand, the Office Manager will contact a parent/caregiver by phone on the first day of absence. If an explanation is received by the Office it will be entered into the SMS, using the Attendance Codes within eTap.

CAREGIVER CONTACT

10. If the absence remains unexplained when the student returns to school, the Office Manager will seek to obtain a reason for the absence. If no satisfactory explanation for an absence has been received by the school within a week of the student's return to school, then the Office Manager will record the student as having been truant. All such contacts and attempts at contacting parents must be recorded within eTap. (If a satisfactory explanation is subsequently received, then the coding of the absence will be changed by the Office Manager in the SMS).

ESCALATION POINTS

11. For longer absences that are Unjustified, or concerns about poor attendance (eg; for more than 20% Unjustified Attendance), we will refer to the RAAYS Process (from Life to the Max) attached. Parents will be sent an initial letter by the DP (#1 RAAYS Letter to Parents) when concerns are first raised to initiate the process.

STATISTICS

12. Each term the DP will review the school's attendance/absence statistics and, where there is a concern, will discuss it with the relevant class teacher, with a view to agreeing on a strategy to deal with the concern. The DP will also analyse the data in terms of gender, ethnicity, year levels, etc and will draw to the attention of the Principal any negative patterns that may emerge, together with a proposed strategy on how to address them. At the end of Terms 1 and 3 the DP can report to the Board on student attendance.

PRINCIPAL'S DISCRETION

13. In the case of a student who is engaged in learning that is taking place not under the direct supervision of the school, the Principal will use his/her discretion to decide as to whether the student will be marked as present or absent from school. Each case will be taken on its merits.

ANNUAL TARGETS

14. Using the previous year's attendance statistics as a benchmark, the Principal and DP will set annual targets for attendance to be used when reporting to parents; at interviews and for written reporting.

SUPPORTING DOCUMENTS:

RAAYS Process Diagram

#1 RAAYS Letter to Parents

#2 RAAYS Letter to Parents

SAMPLE of #1 RAAYS Letter to Parents:

RAAYS1

<Date>

<Parents>

<Postal Address>

Dear <Salutation>

RE: <First Name and Last Name> <Class> <Age>

The school notes that <First Name> has developed a pattern of non-attendance this year. Please find attached your child's most recent attendance record.

It is our contractual obligation to the Ministry of Education that we take all reasonable steps to ensure the attendance of students.

The school would appreciate it if you could please make contact with us in the next 5 working days to speak about how we can further support your child with engagement in their education.

Yours sincerely

YOUR NAME HERE

Principal/for BOT Chairperson.



SAMPLE of #2 RAAYS Letter to Parents:

RAAYS2

<Date>

<Parents>

<Postal Address>

Dear <Salutation>

RE: <First Name and Last Name> <Class> <Age>

It is apparent that <First Name> has not been attending school regularly, despite our previous letter dated <Date>. Please note the attached attendance record for <Date>.

The Education Act (1989) requires all children and young people to be enrolled and attending school from their 6th to 16th birthday whenever the school is open. Attached to this letter is a copy of section 20, 25 and 29 of the Education Act 1989 for your reference. The school should be notified of any reasons for an absence and school management staff will assess whether an absence is justified or unjustified.

We would like to resolve this issue of non-attendance. Please contact the school before <Date>.

Yours sincerely

Principal/for BOT Chairperson.

