

Attendance Policy and Procedures Framework (Primary)

Our Lady of the Angels' Wavell Heights



This document has been developed to assist school leadership teams in documenting local Attendance Policy and Procedures. The [BCE Attendance Policy](#) is to be used in conjunction with this document and School leadership must refer to it when forming this and other supporting documentation. Examples are provided and indicated in blue text. An example of a completed Attendance Policy and Procedures document can be found in Appendix 1 of this document.

Once completed the Attendance Policy and Procedures should be communicated to school staff, parents and students and reviewed annually.

ATTENDANCE POLICY

State the purpose and objectives of the policy, outlining responsibilities of Staff, Legal Guardians and Students.

Our Lady of the Angels' recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances academic outcomes.

Purpose:

The purpose of this document is to document obligations and procedures that must be followed to meet those obligations.

Obligations:

Our school has a responsibility to record student attendance and respond to instances of irregular attendance. It is important for our school to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented.

Our school, and by virtue of their employment, our teachers, are legally required to monitor and record attendance of students in their care on a daily basis, whether absent or present in class, on excursion or at a school based activity.

Legal guardians of children have a legal obligation, as set out in the Education (General Provisions) Act 2006, to ensure a child is enrolled at and attends school.

Class rolls, whether electronic or paper based, can be required as evidence in court and assist in establishing that a school has met their common law duty of care to students. Attendance records are required as part of a school's Workplace Health and Safety requirements and can be a critical factor in identifying serious student protection concerns. In addition, student attendance records are used for student reporting, fee allocation and government reporting.

Attendance Policy Framework Our Lady of the Angels School

Issues	School Decision
<p>Frequency</p> <p>How often must teachers mark a roll?</p>	<p>Rolls are to be marked twice per day: in both AM and PM Sessions.</p>
<p>What time will the rolls need to be marked by?</p>	<p>Rolls are to be marked between 8.35am and 8.45 am in the AM session.</p> <p>If a child arrives to the classroom during this time (8.35am and 8.45am) and the roll has already been marked, then the TEACHER is to make the changes on the roll.</p> <p>Rolls are to be marked at 2.00pm in the PM session. If the class is at a specialist lesson at this time, then the specialist teacher will need to mark the roll.</p> <p><i>Teachers are to mark the roll after Sacred Time by 9.15am each Wednesday and after Thursday choir lessons by 9.15am (if applicable).</i></p> <p><i>At 9.30am each morning Office staff will run a report in E-minerva for "Unexplained absences". A SMS blink message will then be sent to the main contact of the child who is absent asking for an explanation for the absence.</i></p>
<p>Late arrivals</p> <p>What time will be classed as a late arrival?</p>	<p>Any arrival to the classroom after 8.45am is considered 'late'.</p> <p>A late arrival student is required to go through the office using the ALLE service. They will collect a late slip to give to the teacher.</p> <p>The ALLE system will update the attendance status in the system automatically.</p> <p>Children who are attending Specialist Teacher lessons <u>before school</u> (Instrumental lessons, Speech and Communication) are to inform class teachers that the child is present with them.</p>

<p>Early Departures</p> <p>How will this be recorded?</p>	<p>Students are to go to the office and be signed out by the parent /caregiver using the ALLE system which will update the attendance status in the system automatically.</p>
<p>Notes for absences</p> <p>How does your school collect notes that explain absences?</p> <p>Who?</p>	<p>Staff can accept notification of a child's absence BY A LEGAL GUARDIAN via a variety of methods:</p> <ul style="list-style-type: none"> • Phone absences • In person in the office • Messages on voicemail • Emails to the office • Notes to the office or class teacher <p>Class teachers will update attendance categories that explain absence on receipt of information regarding this. Class teachers can also record a notified absence in advance.</p> <p style="text-align: center;"></p> <p>An alert icon (A RED CIRCLE WITH A QUESTION MARK INSIDE IT) will appear after ONE day of an unexplained absence and will remain next to the student's name (for 30 days) or until the teacher updates the student's attendance status after contacting the parents/caregivers for the reason for the absence. If teachers are unable to make contact, then a note can be made in the log on the group attendance page.</p> <p style="text-align: center;"></p> <p>An alert icon (A YELLOW TRIANGLE WITH EXCLAMATION MARK INSIDE IT) occurs when there is a clash in the timetable.</p>
<p>Non-marking of electronic roll</p> <p>What will the agreed process be if an electronic roll is not marked?</p> <p>In the event of "no computer access"</p>	<p>Administrative staff to follow up with a phone call to the class teacher.</p> <p>Failure to mark the roll will see the leadership team advised.</p> <p>A paper roll is to be marked and the computer version completed by the class teacher once access is available.</p>

<p>Supply / Relief Teachers</p> <p>What will the process be for supply / relief teachers in regards to electronic roll marking?</p>	<p>A hard copy of a class list will be left for the relief teacher to complete for both AM and PM sessions.</p> <p>Relief Staff can either phone the office at 8.45am or send the completed roll to the office in the message box. Administration Staff will update the 'Attendance Status' of the class.</p> <p>The relief teacher is to contact the office if there is any change to student attendance during the PM session (at 2 pm).</p>
<p>Evacuation Procedures</p> <p>What will be the process in the event of an evacuation?</p>	<p>A class list is to be taken by the teacher to the evacuation assembly point. A hard copy of each class list will be kept by the office staff and will be made available to teachers at the evacuation assembly point, if required.</p> <p>Office staff will also run a daily report listing of student absences at 9.15am to take with them in the event of an emergency. This can also be used by teachers to confirm student attendance at the time of the emergency.</p>
<p>Excursion Activity</p> <p>What happens when children go on an excursion? Or sporting activity?</p>	<p>There is a facility available to "create an activity" by the teacher or specialist teacher if students are attending a school supported event but travel directly to the activity location.</p> <p style="text-align: center;"></p> <p>An alert symbol (A RED CIRCLE WITH A QUESTION MARK INSIDE IT) will appear against the child's name. The teacher is not to mark the child present or absent. The staff member responsible for the activity is to mark the roll.</p> <p>This list will detail the children involved only and can be marked by any staff member.</p> <p>Teachers responsible for the out of school activity must keep a record of the students who leave early from the activity. If children return to school, then they will enter via the office when the secretary will give a "late" slip to be taken to the class teacher and will also amend the student's details.</p> <p>Children who are taken home from the activity BEFORE the completion of the event will be recorded by the teacher in charge and then this information is returned to the school office for entering into the student's attendance details.</p> <p>Children who are taken home from the activity</p>

after the conclusion of the event will be noted by the teacher in charge but there will be NO need to adjust attendance records.

For excursions that occur during school hours, teachers are required to mark the roll before departing. Please ensure that (on the group attendance page), you change the drop-down box "Reapply present category default to": EXCURSION/CAMP. If you leave the drop down box on the default setting-"In Class" and press save, then you will have to manually click on every child and mark him/her "at an excursion/camp".

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