



ATTENDANCE & PUNCTUALITY POLICY

REVIEW DATE	10 th September 2018
Owner	Vice Principal
Version Number:	1
Legal Sign:	N/a
Type of Policy:	Staff and parent
Authorised by:	Principal
Effective date of Policy:	6 th September 2017
Circulation:	parents



Table of Contents

Excused Absence and Planned Leave (L)3
Unexcused absence (Absent - A)3
Attendance Tracking System Procedures3
Absences3
Early leavers.....3



Excused Absence and Planned Leave (L)

- Medical Leave - Supported by doctors note if more than 2 days
- Planned leave – If more than 5 school days, approval from the Principal is required.
- Please note that for an excused absence of more than one day, a doctor's note is required. If a parent informs the teacher of the reason for an unexcused absence, that absence is now excused. The teacher must inform the secretary so they can make the change on the school system.

Unexcused absence (Absent - A)

- Unexcused Absence is when there has been no communication from a parent about an absence or if the absence is for two or more days and a doctor's note has not been received.

Attendance Tracking System Procedures

- Classroom Teachers to take attendance on the school system between 7:55am and 8:00am.
- Late pupils (after 8:00am) are noted on the late register at Reception by Reception staff.
- Reception staff updates directly onto the school system those pupils attending late to school (after 8:00am).
- If pupils are persistently late a parent call is made by a member of staff to urge punctuality.
- Monthly reports to the vice principal will prompt letters being sent to parents as necessary.

Absences

- All absences to be entered onto the school system. If the reason is known this must be indicated.

Early leavers

- Reception gives form to parents to be completed, takes form to teacher to sign and collects pupil from classroom. Parent stays in Reception.
- If Early Dismissal form is initiated by the School Nurse, parents are requested to drop this form at Reception. Early Dismissal forms are filed in 'Daily Fire Register' folder kept in Reception. Copy of the same goes to separate register in FS2 Playground.
- Early Dismissal forms are to be signed by reception staff/SLT/School Nurse.