

SCHOOL POLICY ON ATTENDANCE RECORDS AND STRATEGIES TO MINIMISE ABSENTEEISM

The school attendance record is taken twice each day at 9.15 and 13.20. This information is recorded on the computerised attendance roll and a list of absentees posted in the staff room morning and afternoon.

Each morning the Principal or the Deputy Principal visits each classroom to obtain notes of explanation for absences which should be recorded in the students diary. In this way all absences are recorded and accounted for and retained in the diary at the end of the year.

Parents/Guardians are informed within the Code of Behaviour of the obligation on the school to inform the Educational Welfare Officer of pupils under sixteen years of age whose absences, for any reason, accumulate to more than twenty days within a school year. The school informs the Educational Welfare Officer accordingly which is required under the Education Act 1998.

The checking of attendance twice a day and the posting of the list of absentees ensures that all teachers are aware of who should be in attendance and therefore helps to keep a whole school check on attendance and reduces the possibility of pupils missing classes or taking time off undetected.

The central checking of notes by Principal and Deputy Principal means that all absences are accounted for and makes the production of false notes less likely. The Principal or Deputy Principal make occasional phone calls to parents/guardians to check absences on the actual day which may also help deter truancy. This strategy is also used to check on pupils who may have been in school in the morning but absent in the afternoon.

The Principal checks attendance in Years 1, 2 and 3 and the Deputy Principal does so in Years 4, 5 and 6. With one person responsible for checking the attendance on a daily basis, any pattern of absences can be quickly noted, brought to the attention of parents and thus an early remedy sought.

Where it is thought that it might be useful strategy, parents/guardians are contacted when the number of absences begin to approach twenty. On being aware that a report to the Educational Welfare Officer will be necessary should twenty absences be reached further absences might be avoided.

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Parents are advised when absences exceed twenty and that the matter is being reported to the Educational Welfare Officer.