



# **Mother Teresa School**

## **Attendance Policy**

# ATTENDANCE POLICY

## Related Policies

Mother Teresa Primary School Pastoral Care Policy  
Mother Teresa Primary School Behaviour Management Policy  
CEO Attendance at School (ACT) Policy

## Purpose

To clarify the responsibilities of staff and parents regarding school attendance.

## Policy

This policy outlines the responsibilities of school staff and parents regarding student enrolment and attendance.

## Definitions

Attendance records are any and all hard copy documents or electronic records, which in some way record both the attendance and non-attendance of a child at school

Compulsory school age: a child is of compulsory school age if the child is at least 6 years of age.

## Procedures

The details of all students enrolled must be entered in the MAZE computer application and database, and updated whenever any change of details is made known. This is the responsibility of the front office administration.

When a student has been away from school, parents are required to send a note to the school to explain the absence.

Written or emailed notes are acceptable.

It is most important that the following details are recorded in the note received:

- student's full name;
- date of absence;
- reason for absence;
- parent/guardian's name and signature.

Notes received should be signed and dated by the class teacher.

Telephone calls are considered a courtesy however they do not replace the written note.

Should a note regarding absence not be received within a week of the absence teachers are to forward the *Student Absence Notification Form* (see Appendix A) to the child's parent/guardian for completion.

Daily attendance is to be marked in the Electronic Roll in accordance with guidelines.

## **1. Rolls**

### **1.1. Marking**

- 1.1.1. All teachers will be provided with access to the electronic roll for their class. In the first week of the school year teachers will be asked to record daily attendance on a class list.
- 1.1.2. All teachers will mark the class roll at least once each day.
- 1.1.3. Roll marking procedures will be followed as outlined in the two attachments below.
- 1.1.4. If children attend school after 10.30am then this will be deemed to be partial attendance. If a child leaves the school before 2.00pm then this will also be deemed partial attendance and the roll will be marked accordingly.
- 1.1.5. Information regarding contact details and addresses will be provided by the front office staff and entered into the class roll.
- 1.1.6. Should relief staff not have access to the electronic roll a class list should be provided and absences recorded on that list.

### **1.2. Absences**

- 1.2.1. If a child is absent then a written explanation from the parents/carers is required. Teachers are to collect, sign and date these notes and write the appropriate symbol in the roll. At the end of each year, these notes are to be sent to the Front Office, in clearly labelled term bunches, to be archived by the school for a period of 2 years.
- 1.2.2. Unexplained absences will be followed up once by teachers with a form that will be sent home with the child. (See Form 2) After that an 'A' will be entered on the roll to reflect unexplained absence as per instructions in roll.
- 1.2.3. Parents who notify absences by phone will have their message recorded on a form (See Form 3) that will be given to the classroom teacher. The parents/carers are still required to send in a written absent note.

## **2. Late arrival**

- 2.1. If children are late to school then they must be signed in at the front office by their parent/caregiver.

## **3. Collection by parents during the day**

- 3.1. Parents wishing to collect children early must report to the front office to sign the 'Mother Teresa School students in/out register' before collecting their children. In normal circumstances, a note to the teacher outlining the reason and time for collection should be provided the morning of the planned early collection.

## **4. Concerns about attendance**

- 4.1. If teachers are concerned about a pattern of repeated unexplained or suspicious attendance of children, the teacher will notify the principal who will make contact with the parents/carers.
- 4.2. If the principal is unable to make contact the family will be referred to the Catholic Education Office for action.

Students who take extended leave during term time are not required to be given work. This is at the discretion of the teacher after discussion with parents. Parents are to be advised of school events, including assessment, which will be missed during such leave.

Refer to the *CEO Attendance at School (ACT)* policy for further information regarding student attendance.

**References**

CEO Attendance at School (ACT) Policy

**Forms**

Student Absence Notification Form

<b>POLICY DATES</b>	
<b>Formulated &amp; Implemented</b>	2016
<b>Next Review Due</b>	2019

## Student Absence Notification Form



**Mother Teresa  
School**

Mother Teresa School  
40 Wimmera St  
HARRISON ACT 2914

Date: .....

Dear .....

The school has a legal responsibility under the Education Act to maintain accurate data on attendance. Our records indicate that we have not received an explanation for your child's absence from school on

.....  
.....  
.....

Please complete the form below and return it to your child's teacher.

Yours sincerely,

Classroom Teacher

Teacher's Name:		
Student's Name:		
Date/s of Absence:		
Reason for Absence:		
Parent's/Guardian's Name:		
Parent's/Guardian's Signature:		
<b>Office Use Only</b>	Date Received:	Teacher's Initials:

# Attendance Policy Form



**Mother Teresa  
School**

Mother Teresa School  
40 Wimmera St  
HARRISON ACT 2914

***Attendance Form 1***

PERMISSION TO LEAVE
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# Attendance Form 2



**Mother Teresa  
School**

Mother Teresa School  
40 Wimmera St  
HARRISON ACT 2914

Mother Teresa School

Dear Parents

Our records indicate that ..... was absent from school on .....  
A note explaining this absence has not yet been sighted. Please indicate the reason for the absence in the space provided and sign in the appropriate place.

My child ..... was absent from school on ..... because .....

.....

.....

(signature)

# Attendance Form 3



**Mother Teresa  
School**

Mother Teresa School  
40 Wimmera St  
HARRISON ACT 2914

## Phone Message

<b>Child's Name</b>	
<b>Class</b>	
<b>Date</b>	
<b>Reason for Absence</b>	
<b>Message taken by</b>	