Attendance Policy

RATIONALE

At St James, we believe that regular attendance at school is vital to give every child the optimum opportunity for deep learning. We recognise that keeping Attendance records is a legal requirement. It can be requested for use as evidence in court cases that involve divorce, custody, truancy or injuries.

GOALS

- To ensure that all students are safe and accounted for on every school day.
- To meet legal requirements of recording students’ attendance.

GUIDELINES FOR IMPLEMENTATION

- At St James the classroom teacher records student's attendance on Reporter Pro Web (online), twice each day – by 9:00am and 12:15pm.
- Any student not present at Roll Call is automatically recorded as ‘Not Present’. If a child does arrive after Roll Call, the supervising teacher is responsible to adjust the student’s status to, ‘Late’. Time will be automatically recorded. Accuracy of these records is imperative.
- Reasons for absence need to be accurately marked, using the reasons given on the program – Sick, Left Early – Sick, Family Holiday, Family Reasons, Letter Sent, Arrived Late, Arrived Late and Left Early, Left Early – Appointment, Appointment should be inserted.
- Keep all notification from parents about absences, along with excursion and swimming notes. Anytime a student leaves the school, notification is to be kept.
- If a student is away for three consecutive days, the classroom teacher is required to call the parent/guardian to check on their wellbeing.
- Notify the Principal if any student is absent regularly.
- Parents are requested to complete the Arrival/Departure Register when students are not in attendance for part of the day. The yellow slip, acknowledging this, is given to the classroom teacher and needs to be kept with notes regarding absences.
- When a note is **not** received from parents / guardians after a student's absence, classroom teachers are required to complete a form requesting parents / guardians to verify their child's absence.

**EVALUATION**

This policy will be reviewed as part of the school’s four-year School Development Plan. This policy was revised in 2014 by staff and ratified by the Education Board.