

Attendance Policy

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Rational

Good teachers and the best curriculum offer little benefit if students do not attend school regularly. Frequent absences not only impact a student's academic success but also have future implications for success in life. Students who attend school regularly have been shown to achieve at higher levels than those with irregular attendance. Establishing good attendance habits early will better equip young people to become productive members of society. Time lost from the classroom is essentially irretrievable; the experiences, discussions, and the uniqueness of the classroom learning process necessitate regular school attendance. Classroom attendance is considered an integral part of the student's course of study.

Therefore, we require parents to ensure that their child(ren) attend school regularly during the scheduled hours and terms.

Reasons for absence must always be communicated to the school.

Guidelines for attendance

Our school's student attendance target is **97%**.

Guidelines for attendance are as follows:

- 96%+ Outstanding
- 95% Excellent
- 94% Good
- 92% Satisfactory
- less than 92% - Requires improvement.

It is important that you inform the school about the reason for your child's absence. You can call the assistant phase supervisor in your child's section.

Morning Attendance Procedure

- The school expects all children/students to be in the respective classroom by 7:00 am.
- Registration is between 7.00 am – 7.45 am during the morning form tutor session.
- Homeroom Teachers fill the electronic EduNation register by 7:40 am.
- Homeroom Teachers will update the 'Attendance' time slot on EduNation to reflect late arrivals and submit late slips to the supervisor.
- Assistant Phase Supervisor printout the EduNation register and cross check the physical registers by doing a round at 7:40 am checking attendance marked in the physical register with students in the classroom and updating the register as needed.
- Assistant Phase Supervisor will ensure communication for absent students daily.
- Any child arriving after 7:40 am is required to report to the late entrance where they will be registered by Assistant Phase Supervisor.
- At 8:00 am Assistant Phase Supervisor will also have reception call all students' who are absent for a second consecutive day to verify their safety and reception will send an email detailing the call log showing next to each the reason for the students' absence.
- For students in Secondary, attendance is taken in the morning 'Attendance' teacher timeslot and for each scheduled lesson by the subject teacher. However, supervisor as she/he receives information for reason for absence or if there is a late arrival after

classes have begun will update attendance in the “Attendance” timeslot as this is where attendance data is taken from. (This will be reflected from academic year 2025-26)

Expectations

In accordance with the above, we expect that all our students will:

- Attend school regularly and attend all lessons.
- Arrive on time to school and to all lessons.
- Be properly prepared and equipped for the day’s learning.
- Be fully involved in all lessons.
- Follow correct procedures for attendance and punctuality.
- Be responsible for carrying out any work provided by the school during an authorised absence period.

We expect that Parents/Guardians will:

- Place a high priority on attendance and achievement.
- Not allow their child to have time off school unless it is unavoidable.
- Endeavour to keep health appointments out of school hours where possible.
- Endeavour to keep holidays out of term time.
- Inform a member of staff (usually the Assistant Phase Supervisor) of any reason or problem that may hinder their child from attending school and provide necessary supporting documentation using EduNation.
- Work with the school to resolve issues where possible and ensure good attendance and punctuality.
- Ensure their child is punctual to school or to online lessons.
- Contact school, either by email to the supervisor or by telephoning the reception on the first morning of absence, preferably before 7:30 am, whenever their child is unable to attend school.
- In the event of the student contracting an illness or suffering an injury which would make an absence of 3 days or more likely, parents should inform the school immediately, and subsequently keep the school informed on progress. In addition, the parent must submit a report detailing the child is fit to return to school to the Assistant Phase Supervisor.

We expect the Homeroom Room teacher will:

- Set an example by maintaining good attendance and arriving on time.
- Arrive at their classrooms or the designated outside assembly area promptly at 7:30 am, prepared to receive students. Set up the class for the day and welcome students as they enter the classroom between 7:10 am – 7:30 am.
- Take attendance immediately at 7:30 am, and no later than 7:45 am, record it online via EduNation.
- Accurately mark attendance only when the teacher has seen the student or has a note from another teacher of the student being involved in a practice or activity.
- Collaborate with parents who, due to circumstances beyond their control, have been granted flexibility in scheduling for the day to fulfil lessons. Establish a mutually agreed-upon time frame for completing these activities daily. Utilise this agreed-upon time to verify and retrospectively update attendance records, ensuring accurate reflection when the work is completed within the established timeframe.
- Explain the need for and promote habits of regular attendance and punctuality with the group and individuals.

- Ensure absence notes are received and record reasons of absence accurately and if known after logging the absence to go back and update in the system.
- Contact parents if a student is absent from school without a valid reason. This communication will occur either during or after the first day of absence, or, if time constraints arise, no later than the second day.
- Alert the Assistant Phase Supervisor if a student has been absent for 2 or more consecutive days and parents have failed to contact school or answer email requests.
- Review students' records on EduNation for instances of tardiness when attending other lessons.
- Alert the Head of Phase regarding any concerns about absence and punctuality if action they have taken proves ineffective.

We expect the Assistant Phase Supervisor will:

- Celebrate attendance and punctuality appropriately for the year group e.g. displays, certificates and letters home.
- Celebrate the classes with the best attendance records.
- Issue house points to students with perfect attendance for a month.
- Ensure the teachers fill in the attendance and punctuality online via EduNation.
- At 7:45 am, proceed to each classroom to cross check physical registers with students present in lesson 1 to update EduNation and Paper based registers as needed.
- Generate the fire register printout by 8:00 am, or earlier if feasible.
- Monitor attendance to online lessons with teachers, ensuring teachers track attendance to online lessons.
- After cross-checking, update attendance in EduNation.
- Prompt EduNation to send email alert to parents of absent students no later than 8.30 am.
- Coordinate with reception to have the parents of bus students who were reported as absent called to confirm their safety.
- Coordinate with reception to have the parents of students who have been absent for a second consecutive day called to confirm their safety.
- Send attendance report with rates of attendance overall and by year level to senior leadership team.
- Track the individual attendance of each student and issue a counselling letter for the third, sixth and ninth unauthorised absence and inform the Head of Phase ensuring the appropriate counselling letter is issued for the third, sixth and ninth unauthorised absence.
- Use a weekly attendance display to raise awareness for 100% attendance.
- Maintain a log of late arrivals notifying Head of Phase of any concerns of frequent lateness to school.
- Alert Head of Phase to any student whose attendance % drops below 94% by referring each week to the individual attendance tracker.

We expect the Head of Phase will:

- Promote good attendance and punctuality within his/her phase to ensure targets are met.
- Collate an attendance and punctuality data sheet at least monthly and give to Class Teachers/Form Time teachers to discuss with their classes.
- Use a monthly attendance display to raise awareness for 100% attendance.
- Ensure all Homeroom Teachers/Class Teachers are familiar with and follow the Attendance and Punctuality Policy.
- Provide support and training for Homeroom Teachers/Class Teachers as required.

- Meet with parents whose child's attendance record is a concern (especially if dropped below 90%) and devise an action plan with support of guidance counsellor to improve attendance.
- Use monthly data analysis to identify individuals and groups looking for;
 - a) unauthorised absence,
 - b) frequent short absences, particularly where a pattern emerges; e.g. every Thursday or Sunday,
 - c) persistent lateness.
- Ensure parents send an application for holidays/known absence.
- Persuade parents not to take/plan holidays during term.

Rewards

- Class perfect attendance of the week display board
- Half-termly certificate for perfect attendance
- House points added for monthly perfect attendance.

Consequences

Offence	Frequency	Consequence
Tardiness – this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day	The first five (5) incidents of tardiness in a short period of time such as an academic term.	Written counselling to student and notify parents by call from Assistant Phase Supervisor.
	Up to an additional three (3) instances of tardiness in a short period of time, such as a month	Parents and student to be called to a meeting with the Head of Phase. Parents and student to sign a written pledge not to repeat the offence.
	Any additional instances.	At the discretion of the school, decision might include one or more of the following: <ul style="list-style-type: none"> • Community hours at the school or beyond. • Detention during school break • A written notice announcing refusal to re-enrol the student in the school for the following academic year.

Offence	Frequency	Consequence
Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The three (3) incidents of unexcused absenteeism in a short period of time such as an academic term.	Written counselling letter to student and notify parents for signature.
	Additional three (3) instances of unexcused absenteeism in a short period of time.	Secondary counselling letter issued and meeting with Head of Phase involvement.
	Next three (3) instances of unexcused absence.	Parents and student to be called to a meeting with the Head of Phase and Guidance Counsellor. Parents and students to sign a written pledge not to repeat the offence.
	Any additional unexcused absences.	Parents called for meeting with Principal and decision might include: Written notice announcing refusal to renew student for the next academic year.