PROCESS FOR USE OF ELECTRONIC REGISTER

A student must be marked absent or present during the course of every school day as required by the Education Act 1989 and the Education (School Attendance) Regulations 1951.

It is most important that attendance be marked by the responsible teachers in an appropriate and timely manner. The Principal will follow up instances where this is not completed to ensure future compliance.

MARKING OF THE REGISTER
How often do we need to mark the register?

Attendance is marked by the teachers twice a day – at the start of the school day (9.00am), and after the afternoon break (2.00pm).

What if I'm not in the classroom?

If the class are not going to be physically in the classroom, the preference is that the teacher marks attendance before they go out (ie to a PE session), otherwise a hard copy is printed to take outside with them for manual marking. If a hard copy is used, a note of any unexplained absences must be sent immediately to the administrator and/or Principal to allow them to follow up on the reason for the absence. The remainder of the attendance may be input by the teacher from the hard copy when back in the classroom.

What if a relief teacher is taking the class?

The administrator will print a hard copy of the daily roll for the reliever to use for the two check times. After the first attendance check of the day, this hard copy must be sent to the administrator for input into the SMS. The hard copy is then given back to the reliever who can keep it for the remaining check for the day, providing there are no unexplained absences. If an unexplained absence occurs, the administrator and/or Principal must be notified immediately.
At the end of the day the relief teacher will leave the hard copy with the administrator and/or Principal.

CODING ABSENCES
Who is responsible for maintaining the school's code set?

The administrator and Principal (and the SMS provider via Principal's direction).

All absences must be appropriately coded in the SMS. Who is responsible for coding absences?

The administrator, the Principal and/or the teachers – based on information received about the absence.
UNEXPLAINED ABSENCES
Who follows up unexplained absences?

The administrator and/or the Principal.

What is the process?

The parent/caregiver is contacted via telephone, text or email by the administrator or Principal to verify the absence.

UPDATING THE SMS RE RESOLVED ABSENCES
As soon as an unexplained absence is resolved, the SMS must be updated with the appropriate code. **This will be completed by**

The administrator, the Principal and/or the teachers – based on the information received about the absence.

How is the attendance record changed to reflect the reason for an absence?

After verification of the absence the administrator, Principal or teacher (whoever is the recipient of the information) immediately changes the code and correctly notes the reason for absence.

CONTINUOUS UNEXPLAINED ABSENCES
All continued unexplained absences (longer than 20 consecutive days) must be dealt with in accordance with the Act.

How does the school deal with continuous unexplained absences?

A note is required from the parents/caregivers for any unexplained continuous absences. In the absence of this, the Principal will attempt to contact parents/caregivers and if there is no success, will contact Truancy or other appropriate agencies for guidance as appropriate. Pupils are removed from the roll after 20 consecutive days without explanation.

Who is responsible for monitoring continuous unexplained absences?

The Principal, Associate Principals' and teachers.

Who is responsible for referrals of continuous unexplained absences?

The Principal, or in their absence the Associate Principal.

EMERGENCY EVACUATION
What is the policy for identifying which students are actually in the school in an emergency evacuation?

A hard copy of the current school roll will be kept in the Emergency Folder in the office. Each classroom teacher should also have a hard copy of their class.

What is the process for dealing with an emergency evacuation?

All children, staff and visitors are evacuated to the evacuation point (the courts). The administrator will bring the Visitor's Register and the Emergency Folder (with copies of the current school roll) to the evacuation point, for staff to mark.

ARCHIVING OF ELECTRONIC ATTENDANCE REGISTERS

Schools must have a process to archive the electronic registers in a form that will enable the registers to be retrieved at any future date within the legislative requirements.

How are the registers archived?

The electronic registers are archived electronically via SMS backups. Hard copies of the registers will also be printed, signed by the teachers, and archived by the administrator for future reference.

Reviewed: Term 3 2016   ....Chairperson, BOT

Review date: Term 3 2019