

Absence follow up procedure



Late arrivals

A student is late if they arrive to class at 8:45 am (or later), when the roll is marked.

All late students should be accompanied to the office with a parent/caregiver and logged in. They will be given an orange 'Entered at Office' late slip to give to the teacher.

If they are late to class without a parent logging them in at the office, they will return to the office to be logged in as late. They will be given an orange 'Entered at Office' late slip to give to the teacher when they return to class.

Absences

A student is marked absent if they are at school for less than 2 hours before or after noon. If they are present for 2 hours or more before or after noon they are marked in attendance.

A student is marked absent with parent approval (insert appropriate code) or as an unexplained absence (500).

The teacher will contact the parent/caregiver regarding unexplained absences to ascertain the reason and re-enter the code.



Repeated absences and late arrivals



The teacher will contact the parent/caregiver to discuss the reasons for lateness/absences. Explain the expectations of attendance at school every day.

1. The teacher will document the contact and discussion. If the pattern of absences is for a genuine reason. No further action is required.

If there is no improvement in attendance, the teacher will email their attendance concerns to the Assistant Principal along with accurate data regarding their absences, lateness and any patterns noticed and possible reasons.

2. The Assistant Principal will contact the parent/caregiver to discuss the reasons for lateness/absences, explain attendance expectations and offer support.

The teacher will continue to monitor attendance data. If there is no improvement in attendance, the teacher will meet with the Assistant Principal.

3. A meeting with the parent/caregiver, teacher and Assistant Principal, will be convened to develop an Attendance Improvement Plan. This will be reviewed on a regular basis until improvement takes place. A referral to external agencies may be necessary if attendance does not improve.