

ATTENDANCE

Purpose

- To ensure the safety of children and the early detection of unexplained absences
- To assist students to attend school on a regular basis.

Guidelines

1. Parents should contact the school to explain absences of their children preferably on the day of the absence.
2. The school will endeavour after one days unexplained absence to contact caregivers.
3. Attendance at school will be monitored daily and will be documented in attendance registers.
4. An at risk register will be kept on which will be placed the names of students whose attendance causes concern.
5. The Principal is responsible for ensuring that patterns of absence are identified and appropriately dealt with.
6. The Principal will provide a status report to the Board at the beginning of each term on cases of truancy for the previous term including the action taken by staff.
7. The school will liaise with other agencies to follow up consistent unexplained absences. (Public Health Nurse, CYPS, NETS, Youth Aid Police Officer.)