



Glamorgan School

Electronic Attendance Procedures

Glamorgan School is committed to encouraging attendance and managing absences and truancy of students. We believe in engaging all students in their learning and without stable attendance at school this is unable to be truly embedded.

From Term 1 2013 Glamorgan School has used the Electronic Attendance System and the Attendance Codes to track student attendance and provide greater detail on student absence, with a view to reducing truancy and increasing student engagement.

Glamorgan School will take pro-active steps to increase student attendance by analysing data and by informing the Board, teaching staff, students and the community, of policies and protocol.

Parents/caregivers will be contacted as soon as is practicable in relation to any unexplained or unjustified absence.

Procedures have been developed on the recording of student attendance/absences and on the steps with which the school will take in order to maximise student attendance. The procedures will include an outline of which kinds of absence will be accepted as 'justified', together with the steps to be taken in the case of 'unjustified' absences. These protocols have been presented to the Board.

The principal and Board will inform parents/caregivers and the community-at-large about the school's procedures on attendance/absences.

Procedures

Glamorgan School will use the eAR computer package - eTAP software to record attendance information.

Recording Attendance:

1. Student attendance will be recorded twice a day, at the beginning of the school day at 9.00am and again at the start of afternoon classes at 1.30pm. This will be done electronically, through the school's Student Management System.

Class teachers will be required to electronically enter an absence code. The codes are:

- P- Present
 - ? – not in class
 - L – late to class e.g. arrives after 9.00am but before 9.15am when the roll is submitted
 - M – Medical – student absent due to short term illness/medical (actual medical appointments e.g., doctors or dentists are recorded as ? and edited by office staff to a D when notified by parents)
2. Any notes received by the teacher, from Parents/Caregivers, in regards to absences will be forwarded to the office. Office staff will retain notes in a folder. Electronic absence notes will be kept in an electronic folder.

3. The Office will subsequently record in the SMS the reason for each child's absence using the Attendance Codes.
4. If the Office has not received the attendance data by 9.15am and 1.45pm, the class teacher in question will be contacted by phone by the office staff.
5. All relievers and teachers, in the event that they cannot log on to eTAP in order to take the electronic roll, will be required to take the roll using a hard copy of student names - one copy for a.m. and one for p.m. attendance. The hard copy will have guidelines on it and be kept in a folder in the classroom. The hard copy will be returned to the office by 9.15am and/or 1:45pm and will be electronically entered by office staff. A weekly electronic roll print out will be kept for the current year.
6. All attendance must be taken morning and afternoon if the children are on site regardless of programmes.
7. In the event of a class trip, the roll will be entered electronically where possible. The roll must be taken morning and afternoon on hard copy if necessary. This data is then entered on return to school. At school camp hard copies of the am and pm roll will be completed and entered into eTAP on return to school.

Students arriving late:

8. Students arriving late to school after 9.05am will be required to report first to Jenny Watson, who will record the lateness in the SMS.
9. Any student who arrives late to class after 9.05am will be redirected to Jenny Watson or the Office by their class teacher.

Students in the sickbay:

10. Office staff will ring through to the class of any student who is in the sick bay after morning tea or lunch to inform the class teacher.
11. Students will be marked 'S' if in the sick bay during roll call – the teacher records a '?' and the Office staff will edit to a 'S' or 'M' if the child has had to leave the school.

Students leaving during the day:

12. If a student is required to leave school during the day for an appointment, the class teacher must be informed by the parent/caregiver or by a message from the Office staff.
13. Parents/caregivers are required to sign students in and out at the office.
14. If a student is absent without explanation during the course of the day, the class teacher will phone through to the Office to inform them. Runaway instances will follow procedures outlined in the School Evacuation Plan.

Impending Absence:

15. Whenever possible, parents/caregivers will be encouraged to advise the school of an impending absence ahead of time. When this is not possible, then parents/caregivers will be asked to inform the school as soon as possible after the event (e.g. by phone on the day of a student's illness, or by note on the first day when the student returns to school) – all notes and/or emails must be sent through to Jenny Watson.

Explanations:

It is important that for every absence or intended absence an explanation is sent to the school.

16. The following methods of explaining student absences, either before or after the event, will be accepted from parents/caregivers:

- Completion of the online absence form on the school website
- A phone call or message left on the school phone
- A text message
- A face-to-face explanation
- A note
- A certificate from a health professional
- An email to the school stating:
 - the student's name
 - the date of the absence and
 - the reason for the absence.

A message that states simply a child is 'away today' will not be accepted as a justifiable absence.

Unexplained absence:

17. When a student is marked absent and that absence hasn't been explained beforehand, the office staff will contact the parent/caregiver by text message immediately upon being informed. Families in question to be contacted by 9.45am at the latest. If an explanation is received, by the Office, it will be entered into the SMS, using the Attendance Codes.

Parent/Caregiver Contact:

18. If the absence remains unexplained when the student returns to school, the school will send an absence note home to be completed by an adult. If no satisfactory explanation for an absence has been received by the school within a week of the student's return to school, then the Office will record the student as having been truant. All such contacts and attempts at contacting parents must be recorded. If a satisfactory explanation is subsequently received, then the coding of the absence will be changed by the Office.
19. Continual absences will be referred to the Senior Management Team (SMT) by the office staff/class teacher.
20. The SMT will review the school's attendance/absence statistics and, where there is a concern; will discuss it with the relevant class teacher, with a view to agreeing on a strategy to deal with the concern. The SMT will also analyse the data and identify any negative patterns that may emerge, together with a proposed strategy on how to address them. The Principal will report to the Board on student attendance.

Enrolment pack:

21. Information on attendance requirements and absence protocols will be given to parents/caregivers as part of the school's Enrolment Pack. This information will also be posted on the school's website and a reminder notice will be put in the school newsletter at least once per year. If generic problems arise from time to time over student absences, then a further notice about the issue[s] will be placed in the school newsletter. The Principal will be responsible for all this information.

Roll Audit:

22. In order to comply with the requirements of a roll audit, as well as doing the normal computer data entry, class teachers will complete and retain paper returns on 1 March and 1 July. On these days printed class lists will be used for each session and signed by the class teacher. These pre printed forms will be sent to the Office, who will retain these documents until the roll audit has taken place.

Sometimes excuses may be justified or unjustified. Guidelines used by a school do not preclude the Principal from using discretion over a specific student absence.

Definition of terms (as per Ministry of Education guidelines):

- *Explained absence:* An absence for which the explanation is accepted by the school as the reason for the absence.
- *Justified absence:* An explained absence accepted by the school as an acceptable reason for the student to be away from school.
- *Unjustified absence:* An absence that is either unexplained or, explained but the explanation is not an acceptable reason for a student to be away from school.
- *Intermittent unjustified absence:* One or more unjustified absences totaling less than two hours within a school day.
- *Overseas absence:*
 - Justified Overseas*

The student is known to be overseas and the Principal has documentation confirming his/her intention to return to the school within 15 weeks. Such absence will be for example, a student accompanying a family member on an overseas posting e.g., military or diplomatic, exceptional family circumstances such as bereavement, visiting ill relatives.
 - Unjustified Overseas*

Overseas absence not approved by the principal e.g. family holidays (A parent's note does not provide justification).
- *Truancy:* The total of all of a student's unjustified absences and intermittent unjustified absences (explained or unexplained).

Archiving:

The electronic attendance register must be securely archived in **paper copy** at the end of each term for 7 years.