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## Daily Attendance/Absentee Policy

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All registered non-government schools are required to keep a register of enrolments and daily attendances of all children at the school. We are required to maintain a record of absence, the reason for absence and documentation to substantiate reason for absence.

The procedure for recording student attendance and following up student absences is as follows:

1. Roll taken in Tutor Period (am).
2. List of absentees noted by Head of House prior to delivery to the Dean's Office.
3. Attendance Officer records absence on TASS.
4. Attendance Officer supervises signing in of late arrivals, records the detail in the student's Year Book and records detail on TASS.
5. Where possible Attendance Officer (with assistance of Senior Campus receptionist) phones home OR sends SMS text message before 10.30am to enquire the reason for a student's absence and updates TASS.
6. When a direct conversation cannot be had a voice message is left where possible.
7. By 11am Attendance Officer issues House absentee lists including unexplained absence to Heads of House.
8. Throughout day where possible Heads of House (and Attendance Officer) attempt to ascertain reason for a student's absence and TASS is updated.
9. During the day classroom teachers record attendance in class on TASS.
10. At the end of the day the Attendance Officer issues Heads of House an updated absentee list which includes absences from class throughout the day.
11. Each Friday afternoon the Attendance Officer mails out proforma documents to parents of any student that has an **unexplained absence during the week**.
12. If no explanation is forthcoming the record will show that the student had an **unexplained absence**.