



Attendance Policy

Date	Term 3 2014
Signed	College of Teachers
Review	

Rationale:

Attendance at school is compulsory except in the case of sickness or special circumstances with prior approval of the Teachers.

The consequences of inconsistent attendance manifest in:

- i) the academic realm - when the individual student begins to experience gaps in knowledge. This is compounded by further absence.
- ii) the social realm – when the individual student begins to experience learning difficulties, this often manifests in and leads to difficult behaviour. Continual absence makes it difficult for students to feel safe and comfortable in their peer group and to maintain relationships.
- iii) the legal realm - it is the legal obligation of parents to send children to school and the school to report any un-notified absence.

Procedure

In the primary school, cases of inconsistent attendance will be initially followed up by the Class Teacher with parents concerned.

In the event of this situation continuing, the College will meet with the parents to present the school's position and to mediate in rectifying the situation.

Continued sporadic attendance will be deemed lack of support on the part of the family and the child's continued place in the class would have to be questioned.

Punctuality

Punctuality in both students and teachers is expected as we regard rhythm and form as essential to hygienic Steiner School pedagogy.

Teachers must be at school by 8.30am and students must be at school in the morning for start of class at 8.45am.

It is very disruptive to the class and the rhythm of the lesson for students to come in after a lesson has started.

Expectations of punctuality also encourage a healthy respect for work and study. The model of teachers who are punctual and responsible in their commitments will encourage students to develop self-responsibility in this area.

Teachers will consistently follow up lateness and take action appropriate to the student and class level. Consistent lateness will be addressed by the procedure outlined above for attendance.

Attendance Register

- Is a LEGAL document.
- It must be completed daily so that all attendances are registered accurately.
- It can be requested for use as evidence in the following case at court:
 - Divorce/custody
 - Truancy
 - Injuries
- It should never leave the school premises except in cases of school evacuation.
- Always mark attendances yourself. NEVER allow children to do this, because you are held responsible for the information in it.
- Tally total present at the end of each day.
- Place mark against each child's name, present or absent.
- Read the instructions on the front cover of the roll (complete the details on this cover).
- During the first weeks, check the ages/addresses/phone numbers/contact persons with the previous roll or the office.
- Transfer the details to your roll when you are satisfied that details are correct.
- Prepare the roll according to the calendar year.
- Mark the weekly dates.
- Mark with an asterisk the last day of each of the calendar months. This is the last day for attendances to be marked on each month.
- Mark out school holidays, public holidays and curriculum days. Write these in.
- Write the reason above the child's absence mark – illness or other.
- Keep all notifications from parents about absences. Notes may be needed to meet queries from parents or be used for administration or legal purposes.
- Notify the College of Teachers of any child's regular absence, especially if no notification is received from parents.