

RIDGEVIEW SCHOOL BOARD OF TRUSTEES POLICY



ATTENDANCE

NELP Priority: Priority 1 and Priority 3

Background to Policy


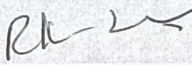
RidgeView School acknowledges that regular and punctual attendance at school is essential for learning and progress. The Board of Trustees is responsible for monitoring all student attendance.

Policy Implementation

- To encourage regular attendance at school
- To ascertain reasons for non-attendance
- To support services to investigate regular non-attendance
- To enforce statutory regulations

Guidelines

- Students enrolled at school are required to attend two sessions each day. Caregivers are expected to advise the school before 8.55am by telephone, email or text if the child is not attending.
- Any child who is absent from school without the school being notified will be phoned by the Office in order to ensure the safety of the child.
- Attendance will be recorded each day on EDGE. Attendance will be recorded by the class teacher in the morning and in the afternoon. The administrator will check the attendance.
- Teachers and/or the administrator will notify the principal if there are repeated absences that are causing concern. The principal will then either contact the parents or recommend further monitoring. The class teacher will be advised.
- If the student is truant, there will be a conference involving the caregiver and the principal, and appropriate action will be taken.
- Students with a truancy history will be referred to the Truancy Officer or other appropriate agency for counselling.
- If a child is absent for 20 school days without telling the school, the student will be removed from the roll.
- Students who are sick are not expected to attend school. We acknowledge that COVID-19 has changed the way we deal with sickness in the school. Students who have COVID are expected to stay away from school for a week. Similarly, students who display symptoms of COVID are encouraged to stay at home.
- The Ministry of Health advises that students who have experienced diarrhoea or vomiting should not return to school for 48 hours.
- Reports will contain attendance data.
- Students arriving at school late will be required to be signed in at the School Office by the parent/caregiver. The School Office will record the lateness on EDGE.
- If a student is required to leave school during the school day, the student must be signed out at the School Office by the parent/caregiver before leaving the school grounds. When/If the student returns to school later in the day, the parent/caregiver will be required to report to the School Office upon arrival and sign the student in.
- If a student is found to be absent without explanation during the course of the school day, it is first and foremost a personal safety issue before being an attendance issue. Teachers must notify the School Office immediately if a student is deemed 'missing'.

This policy will be reviewed as per the Board's Effectiveness Review Programme	
Confirmed by the Board of Trustees on:	<u>16/05/2023</u> (date)
The planned review date will be:	<u>May 2026</u> (date)
 _____	 _____
Chairperson	Principal