(23) - ATTENDANCE POLICY AND PROCEDURES

Rationale
Regular attendance at school is fundamental to student learning. The Beehive Montessori School monitors and manages student attendance to maximise the learning opportunities of all students.

Objectives
To maintain accurate attendance records as part of the School’s Duty of Care requirements.

Levels of Responsibility
The Principal is responsible for:
- keeping accurate attendance records for every student enrolled at the school (including attendance at both morning and afternoon sessions);
- responding to Government requests for reporting and disclosure of attendance data;
- addressing student absence;
- developing plans for students with persistent absence;
- ensuring that Registers of Attendance and school records are prepared neatly, fully and accurately;
- ensuring all written explanations and medical certificates relating to each Register of Attendance is retained in the School for at least 6 months after the end of the school year.
- ensuring all completed Registers of Attendance are retained in the School for 6 years from the last date to which they refer.

The Assistant Principal is responsible for:
- those duties outlined above as delegated by the Principal
- monitoring compliance with Attendance Procedures

Classroom teachers are responsible for:
- Following the Attendance Procedures outlined below:

Attendance Procedures

Daily:
- Students’ attendance must be verified twice daily. Once during the morning session before fitness class and during the afternoon session, after lunch. Attendance records are filled in manually as well as in Maze.
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• If the class teacher has not been informed of the child’s absence via an email or telephone message from the Office, they are to follow up with the parent via email or a handwritten Absence Form.

• Absences:
  o Record absences by writing the letter “a” in the appropriate half day column.
  o For any absences, a written explanation from the parent/guardian is required.
  o If no written explanation is received from the student’s parent/guardian, an absentee note must be given to the student by the class teacher.
  o All written explanations and medical certificates relating to each Register of Attendance must be filed in the order of date of receipt.

• Late Arrivals:
  o When an absence has been recorded and the student arrives later during the morning or afternoon session, place the letter “l” above the “a” in the appropriate half-day column.
  o For Primary and Secondary students who are late, the parent/guardian must fill in the “Late Register” in the Office as well as a “Late Note” for the student to take to their class.
  o For Junior Primary students who are late, the parent/guardian must take the child to their respective class room.

At the End of Each Term:
• Finalise the appropriate columns by:
  o Entering the number of students entering and leaving the class during the week.
  o Enter the total number of students in the class per week.
  o Enter the half-day absences for each student if appropriate.
  o Class teachers to sign the appropriate page of the Register.
  o Forward the Register to the Principal who will initial the roll page.

Extended Absences and School Tracking System:
• If a student is absent for two or more consecutive days without explanation, an absentee note must be forwarded immediately to the parent/guardian.
• If the absentee note or other adequate written explanations is not received within seven days of its dispatch to the parent or guardian, the matter must be referred to the Principal.
• If, after making thorough enquires, the Principal has received no explanation for the student’s absence or if the explanation supplied is not deemed as being genuine, the Principal must report this matter to the School Welfare Section, Education Department of Western Australia.
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