

FARM COVE INTERMEDIATE SCHOOL
ABSENTEEISM AND ATTENDANCE
NAG 6 - POLICY

RATIONALE

To ensure a continuity of education, it is essential that pupils develop the habit of regular attendance.

PURPOSE

- To encourage regular attendance at school.
- To ascertain reasons for non-attendance.
- To use support services to investigate regular non-attendance.
- To enforce statutory regulations.
- To notify the MOE of pupils' enrolments, transfers and withdrawals.

GUIDELINES

- A warm and supportive school climate will be provided.
- Registers will be marked in the morning and afternoon and a return of unexplained absences sent to the office for telephone explanations.
- Specialist classes must keep a record of attendance.
- Parents will be encouraged to inform the school of pupil's non-attendance by telephone, text or email, followed by a letter or email on pupil's return, if absence is three days or more.
- The school will contact parent/guardian in the event of a pupil being absent where no notification of absence is recorded.
- Dentist/Doctor's appointment card is sufficient notification of non-attendance.
- With a request for extended leave a letter is to be written by parents to the Principal.
- All regulatory returns will be processed and sent to the MOE.

SERIOUS NON-ATTENDANCE

- Parents to be contacted by letter from the Principal followed by discussion to resolve the problem.
- Any pupils with regular unexplained absences will be investigated by appropriate support services.
- Data will be collected on regular offenders and forwarded to the appropriate authority for necessary action.
- The Principal may designate appropriate personnel as the school Truancy Officer.

APPROVED

BoT:

Principal:

REVIEW DATE: Static