

At Alexanders Private School, we aim to promote - among both children and parents - a high level of awareness of the need for regular and punctual attendance at school. It is proven that good attendance supports a child in achieving their full potential. As well as being important life-skills, regular attendance and punctuality help students develop sound organisational skills and foster a positive attitude to education. The whole school community – students, parents and carers, and staff – has a responsibility for ensuring good attendance and punctuality.

The aim of this policy is to promote regular and punctual attendance at school.

The Responsibilities of Staff

- Teachers and support staff have an obligation to record the attendance of students accurately. This is an important obligation because:
 - (i) the school cannot ensure the safety of students unless this obligation is properly discharged; and
 - (ii) the school cannot intervene and potentially break a child's / family's cycle of poor attendance and/or tardiness unless attendance and punctuality are accurately recorded.

Where a member of staff persistently fails to adequately register students, they will be referred to the Principal and action will be taken under the agreed *Staff Disciplinary and Grievance Procedures*.

- Teachers and support staff have an obligation to reward good attendance and punctuality.
- Teachers and support staff have an obligation to sanction poor attendance and punctuality.

The Responsibilities of Parents & Carers

Parents and carers should:

- ensure that their children attend school regularly;
- ensure that their children arrive at school punctually – students should be with their Class Teacher for registration before 07:15 every morning unless otherwise agreed;
- follow the correct signing in procedures when they are late and the correct signing out procedures if they are leaving school early;
- notify the school by telephone or message on the first day of any absence, preferably before the start of the school day at 07:15 using the designated telephone number 081 635 2707;
- send a letter or email to the school confirming the period of absence and the reason upon their child's return to school;
- provide a medical certificate in the case of illness lasting more than 3 days or a recurring illness;
- respect the school's Leave of Absence Policy and not request permission take their child out of school during term-time without very good reason
- request leave of absence - using the required form and providing 1 day's advance notice; and
- contact the Class Teacher to discuss any concerns affecting their child's attendance at school.

The Responsibilities of Students

Students should:

- aim to achieve very high levels of attendance;
- aim to be punctual at all times;
- speak to their Class Teacher if there is anything that is affecting their attendance at school;
- bring in a note from their parents confirming the reason for any unauthorised absence; and
- follow the correct signing in procedures when they are late and the correct signing out procedures if they are leaving school early.

Registration Procedures

1. The school gates are open from 06:30. Teachers arrive at school between 06:30 and 07:00.
2. Class Registration Period is from 07:00 to 07:15 and children are encouraged to arrive during these times in order to organise their belongings and get ready for the start of the school day.
3. The school day begins promptly at 07:15.
The attendance register must be taken at the start of the school day. From Monday to Friday, this means the class register will be taken by the Class Teacher at 07:15.
Those students who are present at school at 07:15 will have their attendance recorded with a 'tick' in the row against their name.
4. Students who arrive after 07:15 and/or after the register has been taken are considered late and will be recorded with a **late code 'L'** on the register.
5. The school gates will be closed and locked at 07:20.
Students who arrive after 07:20 must enter through the small gate on Peter Dixon Street - gaining access by ringing the door bell - and must register their arrival at the School Office. Students will be asked to complete a **Late Arrival Slip** and explain why they are late (assistance will be provided for younger children).
These children will have their attendance recorded with a **late code 'VL'** on the register.
6. Those children who are still not present at 07:30 will have an **absence code 'A'** recorded against their name on the register.
From 07:30, those parents who have not informed the school that their child will be absent will be contacted by the school office.

Collection Procedures

1. The school gates will open at 13:00. Parents are requested to congregate outside Lagoon Park opposite the sliding entrance gate.
2. School finishes at 13:15 each day.
Children will leave the school building via the sliding gate and will be escorted across the road to the entrance of Lagoon Park.
3. Children who are not collected by 13:20 will be escorted back to the school building by their class teacher. Parents who arrive after 13:20 to collect their children are asked to enter through the small gate on Peter Dixon Street - gaining access by ringing the door bell - in order to pick-up their child.

4. Late collection will be marked on the class register.
5. Parents who persistently arrive late to collect their children will be invited to meet with the Principal to discuss the issue of lateness.

Leaving Early - Procedures

Alexanders acknowledges that, very occasionally, children may need to leave school early to attend necessary appointments - such as dental and medical appointments.

When wishing to remove a child from school during the school day the following procedures should be followed:

1. Permission is to be sought from the class teacher, either by way of a note in the homework diary, a letter, an email or a message (such as a text or WhatsApp message). A minimum of one school day's notice is requested.
2. The class teacher will hand a **Request for Absence Form** to your child so that this can be taken home, completed, signed and returned. The signed Leave of Absence Form will be kept in the child's file. Alternatively, a Leave of Absence Form can be requested at the school office.
3. On the day of early collection, parents or carers are asked to collect their child from the School Office. Parents or carers will be asked to sign a form - indicating date and time - before leaving with their child. Children will not be allowed to leave the school building unescorted.
4. Should your child be returning to school following their appointment, parents are asked to escort their child back into school. Parents should sign a form - indicating date and time - before leaving their child back at school.
5. The completing of a Request for Absence Form, and signing in and out of school are important procedures that are put into place to ensure that the Alexanders Staff are aware at all times of who is and who is not present on the school grounds and under their care.

Notwithstanding the above, we encourage parents to schedule appointments, wherever possible, after school during the afternoons or during school holidays.

Homework Club & Afternoon Clubs

Those children registered for Homework Club are under the care of the school and the staff who are on duty between the time the child is dropped off at school until picked up again. All children attending Homework Club and Afternoon Clubs are marked as being present or absent on an attendance register.

Unless otherwise organised with the school, **Homework Club begins at 14:15.**

Please ensure that the Homework Club staff on duty are aware that your child is present on the school grounds and under their supervision.

Homework Club ends at 17:15.

Please ensure that the Homework Club staff on duty are aware that you are collecting your child and that your child is no longer present on the school grounds and under their supervision.

Those children registered for an Afternoon Club are under the care of the school and the staff who are on duty for the duration of the club.

Unless your child is registered for Homework Club, they are not entitled to be at school until 10 minutes before the start of the club. Please ensure that the Afternoon Club staff on duty are aware that your child is present on the school grounds and under their supervision.

Unless child is registered for Homework Club, children are to be collected within 10 minutes of the Afternoon Club ending. Please ensure that the Afternoon Club staff on duty are aware that you are collecting your child and that your child is no longer present on the school grounds and under their supervision.

Despite some Afternoon Clubs taking place off-premises - Yoga Club for example - children are to be dropped off at school and to be collected from school.

Parents should refrain from dropping off their child or collecting their child from the alternative premises. This is to ensure your child's safety: your child has not be recorded as present - and is therefore not under the care or supervision of the school staff - if they have not been dropped off at school.

Parents who persistently drop their children off late or arrive late to collect their children will be invited to meet with the Principal to discuss the issue of lateness. Persistent lateness may lead to a child being withdrawn from Homework Club or Afternoon Clubs.

Parents who persistently drop their children off or collect their children from the alternative premises will be invited to meet with the Principal to discuss this issue. Non-conformance to this policy may lead to a child being withdrawn from Homework Club or Afternoon Clubs.

POLICY CREATED: 6TH MARCH 2018