

ATTENDANCE

MOE Requirements

- A student must be marked absent or present, period by period.
- All absences must be appropriately coded in the SMS (a list of codes is attached)
- All unexplained absences must be followed up and reported to parents/ caregivers as soon as possible
- As soon as an unexplained absence is resolved, the SMS must be updated with the appropriate code
- School management must follow up instances where attendance is not marked by responsible teachers and address the matter in a timely and appropriate manner
- All continuous unexplained absences longer than 20 consecutive school days must be dealt with in accordance with the regulations.
- There must be reliable and effective methods of identifying those students who should be present in the school, in the event of an emergency evacuation.

(MOE Circular 2006/10)

Half Days

The Student Management System calculates the half days attended, in accordance with MOE requirement.

The MOE has published the following instruction, to remove confusion

- Zero half days = no attendance, or less than 2 hours attendance for tuition in a school day
- One half day = attendance for tuition for more than 2 hours, but less than 4 hours in a school day
- Two half days = attendance for tuition for at least four hours in a school day.

Additions to the School register

- Students are tracked nationally using the MOE ENROL system.
- The NSN used in ENROL, is used in SMS & EAS
- Year 9 students will be entered as pre-enrolments, at the time of enrolment. In the first week of school, the Student Services Officer shall complete a 'batch enrolment' using ENROL, for these and any other new students.
- Thereafter, students new to the school will be processed by the Admin Dean, who will enter the student in the School's SMS and complete ENROL procedures.
- ALL ENROL transactions must be completed within 5 days of a student arriving and the first date of attendance recorded.

Removal from the School Register

- In the final week of school, the Admin Dean and / or Student services Officer shall complete an ENROL 'batch withdrawal' for Year 13 students and any others who have completed Leaving forms.
- Students absent for 20 days will be referred to NETS using the ENROL system, by Pr who will then advise the Dean that this has occurred – the Dean will complete a blue leaving form, and pass it to Gb (Admin Dean) for the student to be removed.
- The Admin Dean is to remove other students who leave school during the year from ENROL and the school SMS.
- When a student leaves school, the student's electronic attendance record shall be printed off and filed with all other records for that student. (This may be required at a later date, for legal or other purposes).

- The final date for attendance is the day on which a student last attended; not the date ENROL was completed.
- ALL ENROL withdrawals must be completed within 5 days of a student leaving school.

Electronic Attendance Systems

The MOE has moved to EAS systems

- To improve academic achievement - It becomes easier to identify areas where a student or group of students are not engaged in learning.
- To identify casual truants quickly.
- To target resources.
- To furnish roll returns (March & July).
- To furnish attendance returns.
- To enable schools to be proactive in reporting to parents –produce attendance reports that can go home with reports and on other occasions.
- To support the ROCK ON process.

Data accuracy

Electronic attendance registers rely on accurate data being recorded and we must be able to provide evidence for auditing.

Failure to complete daily returns

Failure to complete returns is a matter of concern and an issue of professional conduct.

This has the following impacts

- Inaccurate individual records.
- Inaccurate statistics.
- Extra work for Tw, Deans, Tutors, DP – *doing the work that a colleague should have done in the first place.*



Recording Attendance

Attendance must be recorded.

- Staff must keep a period by period record of attendance – vital for audit & legal purposes.
- Tutors must monitor attendance & raise matters of concern with deans.
- All staff must furnish a list of students absent at the start of each day. This will be collected by a runner or will be returned electronically by 9am.
- Staff may opt to complete their own daily return by 3:45 daily or elect to furnish a paper return to the Attendance Officer.
- Only present / not present codes are to be recorded by teachers.
No other codes may be used, except by the Attendance Officer.
- The Attendance Officer will then determine the code to be entered (in consultation with Deans / Tutors / SMT when necessary).
- Only the Attendance Officer and Pr will have access to change a code.

Relievers

- Must furnish daily returns to the Attendance Officer before leaving the school.
- Absent staff must provide copies of class lists.
- If illness prevents staff from furnishing lists for relievers, HOD's must furnish these.

Itinerant Music Teachers / Visiting Counsellors

- Must furnish a return of students they have worked with, to the Attendance Officer, before leaving the school

Teachers Working With Students from Another Class

- Must advise the Attendance Officer of the student's whereabouts as part of the Daily Return.

Note

- On Teacher Only days, the school is not open for instruction
- Exams / Assessment week – Staff must provide a register of those who should be present. Those who do not attend Exams will be recorded as Absent and an explanation for their absence will be sought.
- Open Day – students who attend on the day are recorded as present; those who are not at school are on Exam Leave, as students not at school are expected to be studying on tasks set by staff.



Reading the printouts - What fits which code?

P Present

- In class
- Late for class
- Internal school appointment (SMT / Guidance / Dean / Counselling...)
- Sickbay
- Health Camp / Northern Hospital School
- Medical & dental appointments (when a student is at school for part of the day)
- Study periods
- EOTC / School trips / off site – school activity
- Gateway / authorised work experience
- Removed from class (timeout / Withdrawal)
- Alternative Education Centre
- Justice proceedings

J Justified Absence (for two or more hours)

The following reasons for absence are Justified:

- Sickness & ill-health, including dental visit's.
- Bereavement / family circumstances.
- Meeting with outside agencies such as CYFS.
- Court appearances.
- Stand down / Section 27 Exemption / Suspension.

T Unjustified absence (for two or more hours)

- Unexplained & not in class
- Explained but not justified absence

T Intermittent absence (absent for up to, but not including 2 hours)

- Unexplained / Truant

O Overseas

For Audit purposes, the EAS will class this as Justified. We simply record it as 'O'