

# St Bernadette's School

## Electronic Attendance Register Procedure

### Daily system

- Class teachers will mark the roll at the beginning of each morning and afternoon. If this is not done by 9.10am, the Office Manager will remind the teacher that it needs to be done straight away.

### Relieving teachers

- A relieving teacher will use the laminated class list to mark attendance and the Office Manager will transfer that information on to eTap.

### Unexplained absences

- The Office Manager will follow up on any unexplained absences by phoning the student's parents between 9 and 9.30am. If she cannot contact the student's parents she will then contact the emergency contact as listed on their file.
- When the office manager has spoken to someone and found out why the student is absent she will adjust the code on the attendance register.

### Continuous unexplained absences

- The Principal and Office Manager follow up on continuous unexplained absences by calling and visiting the home, advising truancy services and using the process of 3 letters towards a Non-attendance Prosecution.

### Emergency evacuation

- All classes will have an up to date laminated hard copy of the roll, hanging on the wall, it will be taken to the meeting point in the case of an emergency evacuation.

### Archiving

- The office manager will print off the term register at the end of each term.
- At the end of each year the office manager will archive a paper copy of the register.