Attendance Monitoring Policy

Purpose:	To provide clear guidelines regarding the monitoring of student attendance. To comply with all government regulations in regard to keeping student attendance records and following-up any unexplained absences.
Scope:	Parents/Guardians
Implemented by:	Teachers
Approved by:	FCS Board
Effective from:	May 2024
Review due:	December 2026

Children enrolled are expected to attend school each day on which their school program is in operation. Monitoring of school attendance enables compliance with government requirements and identification of children at risk.

Daily Attendance Monitoring

1. Teachers will use the Compass School Management system to record student attendance, twice daily, noting reasons for any absences, if they have been advised.
2. If a Student is absent without an explanation, School Admin will attempt to contact the Parent/Guardian to ascertain the reason for absence.
3. If the Parent/Guardian provides no reason for the absence, this will be noted in the Student's Compass database record.
4. Parents/Guardians will be advised that all absences should be accounted for on Compass.

Regular Checks on Attendance Data

1. At the end of each term, a Compass database attendance report will be examined to identify any unacceptable levels of student non-attendance.

2. Parents/Guardians whose children have a high number of absences will be contacted by the Principal to discuss any impacts this is having on the student's learning.

3. Outcomes of these discussions will be noted on the Student's Compass database record.

The School will comply with all Government attendance reporting requirements.

Infectious Diseases Exclusion Periods

The required exclusion periods for infectious diseases are as follows:

- FEVER: May return when fever free (under 100 degrees) for 24 hours, without medication
- DIARRHEA / VOMITING: May return when symptom free for 24 hours
- STREP THROAT: May return after 24 hours of antibiotic treatment and no fever for 24 hours
- CONJUNCTIVITIS (pink eye): May return 24 hours after treatment begins and eyes are free of discharge
- HEAD LICE: May return after treatment and removal of all live lice from hair. NOTE: the presence of eggs (nits) in the hair is not a cause for school exclusion (only live head lice).
- RING WORM: May return after treatment begins; area should be covered while in School for first 48 hours of treatment
- IMPETIGO / STAPH / MRSA: May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides
- COMMUNICABLE DISEASES (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical provider.

Related Documentation

Standard Operating Procedure - Late Students and Attendance Monitoring