



# WILD CHERRY SCHOOL

For Waldorf/Steiner Education

## **ATTENDANCE MONITORING POLICY**

Children enrolled are expected to attend school each day on which their school program is in operation. Monitoring of school attendance is a mandatory government requirement. It enables the identification of children at risk educationally and socially. Wild Cherry School offers a holistic curriculum and the nature of this requires that children attend on a daily basis to keep up educationally and socially.

### **DAILY ATTENDANCE MONITORING**

1. Teachers will mark students' attendance in the Student Attendance Register at 9.30am and again at 3pm, noting reasons for absence. Teachers are to notify the office by 9.30am if a child is not in attendance and they have not been advised.
2. If a student is absent, the parent/guardian is required to contact the office by phone, text, or email by 8.45am to notify of the absence and the reason for it.
3. If the parent/guardian provides no reason for the absence, this is to be noted in the Student Attendance Register as Unapproved Leave.

### **REGULAR CHECKS ON ATTENDANCE STATISTICS**

1. At the end of each month, a tally will be made of each student's attendance counting half days. This will be entered into the computer database of student information.
2. If there are unexplained absences or too many absences, the class teacher is to ensure that contact is made promptly with parent/guardian to discuss the situation.
3. Outcomes of discussions regarding children with excessive absences will be noted in the student's file.
4. Non-attendance at school is a legal issue and parents will be contacted in writing and asked to attend formal meetings to clarify the reasons for non-attendance and to develop a Student Attendance Plan if required.