

Kinma Student Attendance

Strategy

1. The School will monitor the daily attendance and absence of students in the School by maintaining a daily register for each class of students.
2. Student absences from classes or from the School will be identified and recorded in a consistent manner by the staff member responsible.
3. Unexplained absences from classes or School will be followed up in an appropriate manner with student and/or their parent or guardian.
4. The School will notify parents and/or guardians in an appropriate manner where a student has a poor record of School or class attendance.
5. Where unsatisfactory class or School attendance is identified, the attendance issue and any action taken will be recorded, as appropriate, on the student file.