

Napier Central School



NAG 5.13 Health & Safety

Recording Pupils Attendance

Rationale

That the school has an effective system for recording pupil attendance, and for following up promptly on unexplained absence.

Guidelines

Daily

- Record of pupil attendance will be recorded electronically using MUSAC: The Edge system. Teachers will mark student attendance at 8.50 am and 1.30 pm each day using the following codes:
 - ? – The student is not in the classroom, their absence is unknown
 - ? – Plus recorded note: the student is not in the classroom but the teacher knows why and records that in the electronic note section to be coded correctly at the office.
 - P – Student is present
- The office staff will follow up on unexplained absences by 9.30 am and 2.00pm respectively, including inputting relievers' rolls.
- The office will also mark the pupil with the correct code for absence according to the MOE guidelines for coding absences.
- During school/class trips the office may complete the appropriate classes/absences.
- The office will print out an individual attendance summary to track a student's absence rate at teacher or Team Leader request.

Relievers

- When a teacher knows that they will be away they will leave a printed copy of the absence list for a reliever to use.
- Team leaders or the office can provide a printed copy of the absence list if necessary.
- Relievers will send the paper copy to the office for data input ASAP.

Weekly

- The office will save and print the MUSAC weekly attendance report summary and filed in the absence folder.
- Each Friday the classroom teacher will fill in and return the weekly roll sheet to the school office.

Each Term

- MUSAC Term Attendance Report summary is saved, printed and filed. Teachers are required to sign the hard copy as a true and accurate record.

Yearly

- All printed records will be stored in the Gold Room at the end of the year.

Reviewed 2016