ATTENDANCE POLICY AND PROCEDURES

Our Vision
We believe that St Anne’s School is a faith community within the Sacred Heart Parish where;

- Individuals are valued with Jesus as their model and guide;
- Gospel values are fostered and developed within the mission of the Catholic Church;
- The potential of each child is recognised and developed in the spirit of love and truth;
- All members of the School Community are challenged to uphold Christian ideals within our society.

Our Mission
Our Mission is basis upon this policy which has been developed and it encompasses the following aspects:

- A Community of Faith
- A Community of Care
- A Community of Learning
- A Community of Service
- A Community of Stewardship

St Anne’s School follows the Catholic Schools Office, Wagga Wagga, School Attendance Policy and School Attendance Procedures.

ELECTRONIC ROLL MARKING

- Electronic roll marking is undertaken by classroom teachers
- Absent students must be listed each day in the relevant place in the roll folder
- Teachers must sign the declaration in the roll folder each day, stating that they have marked the roll
- Children arriving late or leaving early must be signed in or out by their parent/guardian in the school office. These details are then entered into the database by the office staff
- Any unexplained absences need to be followed up by classroom teacher and brought to the Principal’s attention when necessary
- Roll folders must be forwarded to the office each Friday