



## **Monitoring Student Attendance**

The Student attendance roll will be collected twice daily. Once in the morning and an updated roll will be collected after lunch time. It is the responsibility of the Library technician to print off the attendance roll and file it at the front office. A daily record is kept in the Emergency Management Folder.

The Student attendance roll will be completed by the teacher in charge of the students at the time of marking the roll. Reason type for absence will be included and updated by the end of the school day.

Parents are able to log onto the Skoolbag app to notify the school of their child's absence.