

STUDENTS ATTENDANCE AND LATENESS

POLICY:

Ullens School strives to keep parents informed of their child's absence or late arrivals within the same day of occurrence to ensure the safe whereabouts of their child.

PROCEDURES:

- Attendance is taken twice a day within the first hour of class commencement by the class teacher.
- Attendance sheets are sent to the Main Office.
- The Main Office Secretary is responsible for keeping the attendance record of each student.
 - Calls are made to parents whose child is absent or have not previously informed the school.
 - Inputs-attendance record of each class with reasons for absences.
 - Notes on class level attendance form are important information that the teacher needs and returns the attendance form to the teacher.
 - Monthly the secretary prints a copy for each teacher for his or her monthly summary reports.