

## ELECTRONIC ATTENDANCE REGISTERS

- All rolls must be marked **within half an hour of starting school at 8.40am and 1.30pm** (not at the same time).
- ? is only a temporary symbol if you receive no explanation then the student is truant. We have 8 days to find a reason, after 8 days it will automatically change to T (Truant).
- Relievers send absentees names down to the office by 9.15am and 1.45pm (if they do not know eTap system).
- At the end of each term print off the **Term Audit Attendance Register** at the bottom left hand corner – Send to Office (Audit Purposes)
- **Withdrawal Request Forms** – Complete it urgently, print the Cumulative Achievement Record and send with the child's individual folder to the School Secretary immediately. Delete the child from your roll from their last day of attendance.