



## **ATTENDANCE POLICY**

### **1. STUDENT ATTENDANCE**

Our school aims to achieve quality education outcomes for all students. If children do not regularly attend school they cannot gain maximum benefit from schooling.

We promote regular attendance through:

- ◆ building of positive relationships between students, staff and parents
- ◆ provision of a positive and supportive learning environment where students experience success
- ◆ positive parent communication
- ◆ proactive health education programs and following of agreed school health procedures

### **2. LEGAL RESPONSIBILITIES FOR TEACHERS**

During school hours teachers assume duty of care responsibilities for the children in their care. If children are not at school, the school must ascertain the reason for the child's absence.

School commences:	9:00am
Recess:	11:00 – 11:20am
Lunch:	12:55 – 1:40pm
Dismissal:	3:20pm

### **3. PROCEDURES FOR MONITORING ATTENDANCE**

#### **Lateness**

- ◆ Teacher marks roll at 9.00am. Send to office.
- ◆ All late children to front office come directly to the front office when they arrive at school. Students sign in late register. Lateness recorded on EDSAS by front office staff. List of late students kept for analysis by staff.

#### **Identifying unexplained absences**

- ◆ Three consecutive days absent teacher to advise front office / Principal. Class teacher makes home contact by phone.
- ◆ Three days unexplained over a fortnight. Teacher makes home contact by phone.
- ◆ Front office SSO enters comments under Anecdotal Comments – EDSAS.

#### **Chronic Non-Attendance**

- ◆ Notification needed to attendance counsellor
- ◆ 10 days unexplained ED171 to Attendance Counsellor.  
Attach EDSAS Report: *Dates of Individual Student Absences (Inc Notes) with count.*
- ◆ SSO to enter under Anecdotal Comments – EDSAS.
- ◆ Copy of ED171 to Pupil Record Folder.

## **Follow-Up**

- ◆ All cases activate all school support services eg. Guidance Officer/BAIRS/Attendance Officer/Aboriginal Education Worker
- ◆ Meetings convened with parents (Principal).

**Exemption** - can be given by the Principal for any child whose absence has been negotiated by parents if travelling overseas, interstate and for other family circumstances. A letter to the parents from the Principal approving exemption will be given for absences under one month. The Principal will keep a copy on file. An exemption form ED175 will be provided for absences greater than one month. Parents are to fill out the form, return it to the Principal who will forward it to the Attendance Officer.

## **3 ROLES AND RESPONSIBILITIES**

### **Students**

- ◆ Arrive at school punctually. Children are asked to arrive at school between 8.30 and 9.00 am.
- ◆ Leave the school grounds, unless required to remain at school, immediately school is dismissed. All students off grounds within 15 minutes.
- ◆ Attend school on every day when instruction is offered unless the school receives a valid reason for being absent eg. Illness/family reasons.
- ◆ Provide teachers with an appropriate explanation for their non-attendance. Usually this comprises of a letter or phone call from parent/caregiver or a medical certificate.
- ◆ When a student is late for school it is appropriate that the student explains the reason for lateness.

### **Parents**

- ◆ Actively encourage their children to regularly attend school
- ◆ Notify the school of any absences by a written explanation or via the telephone for absences less than three days. A written explanation is required after three days.
- ◆ When a student is late for school, explain the reason for lateness.
- ◆ Let the school know if an extended absence is likely or if the school needs to arrange work at home for students.

### **Teachers**

- ◆ Encourage students to attend school regularly by providing exciting and stimulating educational programs, which are inclusive of the needs of all students.
- ◆ Monitor each child's attendance.
- ◆ Accurately complete the Roll Book for each day. Absences are to be coded according to the criteria set out in the front of the Roll Book.
- ◆ Complete and update Absentee Information eg. Absentee Book, and send this to the front office by lunchtime. The Absentee Book includes a list of late arrivals and reason for lateness.
- ◆ Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.
- ◆ Contact home on the third day of absence. Record in the Absentee Book.
- ◆ Inform the Principal of any concerns about attendance, and in particular when a student is absent, without a reasonable explanation, for three consecutive days or if an irregular attendance pattern is identified eg five days in two weeks.

## **Principal**

- ◆ Ensure the EDSAS Roll is accurately completed.
- ◆ Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one calendar month. Parents or Caregivers should apply in writing and Principals should also advise approvals and non-approvals on school letterhead. Copies of such advices are to be retained in school files, together with applications and are to be made available to appropriate departmental officers as required.

## **School Service Officers**

- ◆ SSOs are to enter absences and reasons each day and update reasons as information provided
- ◆ Generate, process and file hard copies of Class Rolls each Term, signed by Class Teacher and Principal
- ◆ Provide print out of attendance to Principal mid and end of each Term and to Teachers (if requested).
- ◆ Provide a letter to Principal for signing for students absent three or more days without explanation
- ◆ Collate attendance information as per school monitoring processes each Term.

**FLOWCHART FOR LEADERS MANAGING / REPORTING OF ATTENDANCE ISSUES.**

