Attendance Policy

Rationale

- Regular attendance enables children to reach their full potential and has significant benefits for the whole community.
- Attendance is a shared responsibility between staff, parents/caregivers, students and the wider community.

Aims

- To maximise student learning, wellbeing and educational outcomes.
- To ensure DECD attendance requirements are met.

Responsibilities

Student:

- Attend school regularly and arrive at school punctually.
- Engage appropriately in the education program.

Parent/Carer:

- Ensure regular and on time attendance at school.
- Provide the school with any relevant information that may assist in planning for a child’s learning eg. medical conditions, family issues.
- Contact the school if their child is to be absent/late at any time. A written explanation is required after 3 days of non-attendance.
- Apply for an exemption when a child is removed from school eg. family holiday
- Work with school on intervention strategies to improve attendance, late arrivals, and early dismissals
- Discuss with leadership any suspicions of neglect and abuse that may require a mandatory notification.

School staff:

- Provide a relevant and dynamic learning program providing opportunities for success to engage students and encourage regular attendance.
- Contribute to development and implementation of school Attendance Improvement Plan.
- Record attendance/absences according to DECD requirements ie. accurately complete classroom roll book on a daily basis using the codes indicated.
- Attach a copy of all notes regarding lateness/absences to classroom roll book and update roll book as needed.

Updated 16 August 2016
Follow up and document all unexplained absences and lateness with note or phone call home. Update roll book with reason for absence.

Report any concerns about attendance/lateness ie. student absent without reasonable explanation for 3 consecutive days or ongoing irregular attendance/lateness to the leadership team using student attendance referral form.

Work with parents/caregivers and agencies to support regular attendance.

Discuss with leadership any suspicions of neglect and abuse that may require a mandatory notification.

Leadership Responsibilities: (Principal / School Counsellor)

- Develop and implement Site Attendance Improvement Plan.
- Induct all staff into attendance procedures.
- Ensure attendance records are updated and maintained.
- Monitor and analyse attendance data and report to school community through Annual Site Report.
- Award individual students for excellent attendance (ie. 95% or higher) each term.
- Ensure non-attendance referrals from classroom teachers are followed up and interventions documented ie. contact parent/caregivers and/or send attendance note and school attendance pamphlet home.
- Contact the Regional Attendance Counsellor to discuss student referrals for ongoing non-attendance, lateness and early departures.
- Complete attendance referral as advised by Regional Attendance Counsellor.
- Ensure that notifications about suspicions of neglect and abuse are made in addition to any referral to Regional Attendance Counsellor.
- Maintain contact with Regional Attendance Counsellor, families and classroom teacher throughout referral and case management process and document actions.