

Attendance Policy

September 2017

Rationale:

School attendance is mandated under the *Education and Training Reform Act 2006*. It is the responsibility of parents/ carers to ensure that their child regularly attends school.

As attendance is intrinsic to educational opportunity, the Department of Education (DET) policy is that all students enrolled in government schools must attend on a full-time basis unless absent with the authority of the school. This policy acknowledges that attendance depends on active cooperation between the school and parents/caregivers.

Aims

Research into school attendance has identified factors that facilitate effectiveness in this area and we aim to provide:

- a supportive school environment
- a curriculum that provides for all students
- structures and approaches that facilitate the success of all students
- effective record keeping
- prompt follow-up of absences
- close liaison with parents/caregivers
- guidance and support for those with attendance problems

Implementation:

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.
- Absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence- shopping excursions or birthday parties are not.
- Parents / Carers are strongly encouraged to schedule appointments for students out of school hours.
- Parents have a responsibility to provide a written note the day after the absence or inform the school through Flexibuzz, in person, by phone or by email the day of the absence.
- All students with an unexplained absence will receive a purple absence note upon their return to school with the expectation that parents will provide an explanation for the absence. If the absence form is not returned to school the office will contact the parent / carers by telephone for an explanation. All absences that remain unexplained at the end of the week will be followed up by the Wellbeing Coordinator or Principal on the Friday of that week. In all instances office staff will be responsible for updating correct coding.
- Unexplained absences will be followed up with the child and or the parent by the classroom teacher upon the students return to school.
- All student absences are recorded in both the morning and the afternoon by the teachers. These are aggregated on the CASES database and communicated to the department of education.



- Students who arrive late to school or depart early must report to the office and staff / parents will complete an entry in the Late Arrivals and Early Departure Book, located at the office. Students who leave before 3.30 must be collected at the office by the parent / carer or other authorised person.
- Office staff will inform relevant classroom teachers of any student sent home from the sick bay during morning recess or lunchtime and this will be recorded as an early exit by the office staff.
- Ongoing unexplained absences, or lack of cooperation regarding student attendance may result in a formal attendance conference being arranged. Unresolved attendance issues may be reported to the Regional Attendance Officer. As a result, infringement notices may be forwarded to parents/ carers.
- Student attendance and absence figures will appear on Mid-Year and End of Year Reports.

Evaluation

This policy will be reviewed November 2020 as part of the policy review cycle