

ATTENDANCE POLICY

Attendance Procedures:

Our aim is for all students to have regular access to the curriculum. Chronic absenteeism and lateness has an impact on students' ability to succeed. Our task is to assist in removing the barriers to student attendance and punctuality.

ABSENCES:

Class teachers are to mark the electronic or paper roll daily. If a student is absent then the roll will need to be marked initially with a DU until the reason for the absence has been confirmed.

Confirmation may only come from the parent/caregiver of the student either in person, by phone or by written correspondence. If a student is absent for three days without notification, the class teacher is to contact the home contact number. It is a good opportunity for class teachers to stress their concerns regarding the students' absence from school. Information about the contact made by the teacher must be recorded on Attendit and kept in the roll book. If the class teacher is unable to make contact, request will be made for school administration staff to make contact with the family. If no contact can be made, a letter (Appendix A) is to go home by post after three days requesting a written explanation for the absence. This letter will be from the Leadership Team, so staff will need to inform the Principal of the actions already taken.

Teachers who notice frequent absenteeism when checking the paper version of the roll from the previous week, will alert leadership/administration team. In situations where contact with families has been unsuccessful for two weeks a Record of Consultation (ROC) with the schools' assigned Attendance and Engagement Support Services Officer will take place and followed through with a Request for Additional Support (RAS) with the same Support Services Officer.

The Attendance and Engagement Support Services Officer can support the school and/or family by:

- specialist intervention involving case plans in consultation with families and other agencies to support individual students
- making links with community services and resources
- helping to plan and co-ordinate local inter-agency initiatives that improve attendance for school communities, families and individual students
- visiting students at home and communicating with students and parents
- identifying reasons for non-attendance
- working together with other student support services
- organising meetings with students, parents and school staff
- monitoring student attendance and reviewing progress as necessary

In cases where a student has been absent for more than 5 days per term, a Term Summary letter can be issued.

A summary of all days absent and/or late will be published on every students 1st semester and end of year report.

LATENESS:

Lateness is defined as any time after 8.50am. All students who arrive late will need to present to the front office. Office staff will record the lateness into Attendit and will fill out a late slip for the student to present to the teacher. Administration staff will then enter this into the roll book electronically with the appropriate code.

Teachers who notice frequent lateness when checking the paper version of the roll from the previous week will alert leadership/administration team. A letter will be sent to the parent/caregiver of the student who has been recorded as arriving to school late more than 3 times in a fortnight (Appendix B). If the situation continues a Record of Consultation (ROC) with the schools' assigned Attendance and Engagement Support Services Officer will take place and followed through with a Request for Additional Support (RAS) with the same Support Service Officer.

At the end of the term a Term Summary of Lateness can be issued to re-iterate the importance of punctuality.

Students under the age of 6 are not legally required to attend school. However, some students who are regularly late or absent are potentially establishing a habit which is difficult to break. For this reason, a letter will be sent home (Appendix C).

EXEMPTIONS:

Any student who will be absent for family/travel/holiday reasons must complete an *Application for Exemption from School Enrolment/Attendance* form available from the front office.

***Families are encouraged to discuss any extenuating situations
with the Principal or Deputy Principal.***