

ATTENDANCE POLICY



Attendance at school is compulsory for students from Foundation to Year 6. It is important that students attend school regularly. Parents are required to notify the school with an explanation on the first day of absence. It is important that teachers follow up attendance with parents, including prolonged/frequent absences and failure to provide an explanation.

ROLL MARKING PROCESS

Attendance rolls:

- are an official (legal) document/record
- discharge the school's duty of care for all students
- are checked thoroughly by external enrolment auditors and DET
- are to be marked accurately twice daily on eCASES.

When a classroom teacher is absent:

- where a Casual Relief Teacher (CRT) is employed a paper copy of the roll is provided each day. This is returned to the office in the morning and after lunch to be updated on CASES.
- If a Casual relief Teacher is not available and the class is split on the first day of a teacher absence, the class will be split (as per A-Z Staff Policy) and the Team Leader to mark the roll

Marking the roll must be done promptly at:

1. 9.00 a.m. and
2. 2:00 p.m.

Absence codes are to be entered into eCASES for each absence by the classroom teacher. Absence codes appear in a dropdown menu.

LATE ARRIVALS / EARLY DEPARTURE

- Students who arrive after the roll is marked at 9a.m. will be marked as **late arrival**.
- Students who leave school after 1p.m. attendance roll it will be recorded as **early departure**.

ABSENCES AND CONTACTING PARENTS

- On the first day of unexplained absence the school will send a text message to the parent/guardian via eCASES, parent/guardian are expected to respond to the message. If not, the school will follow up with them.
- If no response, on the second day a telephone call must be made to the parent/ guardian (recorded on eCASES)
- Classroom Teacher to continue to contact and follow up.

ABSENCES

- Please remember that it is a requirement to record all reasons of absence
- If a parent informs a teacher verbally it must be recorded in eCASES
- All written notifications are archived and sent to the office

'Extended absence' – Discussed with parent/guardian prior to going on extended family holiday

'Exiting school' – All documentation will be processed in the office

MONITORING ATTENDANCE

Teachers are expected to monitor students who frequently arrive late or have chronic attendance issues and follow up with parent/guardian and the principal.

STAGED RESPONSE TO ABSENCE

1. Unexplained absence and worrying absence patterns identified by classroom teacher where students may exceed 20 days per calendar year
2. Classroom teacher to make principal class aware of situation
3. Further contact made with parent including a school or home visit where appropriate
4. If deemed appropriate a formal letter will be sent to parent by the Principal inviting them to an Attendance Meeting
5. If deemed appropriate an Attendance Meeting facilitated by the Principal and classroom teacher a member of the CARE Team
6. Individual improvement plan developed in the meeting
7. Situation monitored and reviewed by the teacher and Principal class
8. Where parent engagement or improvement in attendance has not been established, a referral to DET Regional Office will be completed by the CARE Team in consultation with the Principal.

GUIDELINES FOR ATTENDANCE MEETINGS

Attendance Meetings are an effective way to engage and support individual students and their family.

- Organised with students with above average absence rates or unresolved patterns
- Current absence data available to present and discuss
- Should ideally involve students, parents, the classroom teacher and representative of the Principal class
- Purpose is to review strategies initiated to support the student's attendance and to examine why non-attendance has not been resolved
- Should establish a shared understanding of accountability and strategies for improving the attendance of the student
- Should be supportive rather than disciplinary and should focus on solutions
- Important that there is transparent and immediate action on any problems identified by the parents and student
- Involve the student and/or parent in developing attendance goals within the Individual Learning Plan

Possible areas for discussion at an Attendance Meeting

Each meeting needs to focus on the individual student and the family/guardians. There needs to be a balance between providing support whilst ensuring relevant guidelines are discussed.

POLICY STATEMENTS	SUPPORT STATEMENTS
<p>We are here today to revise your child's Individual Learning Plan with a focus on how attendance impacts your child's success at school.</p> <p>At our school we have high expectations for all students</p> <p>Our school has an attendance policy that states all children must be at school on time every day.</p> <p>The attendance data for your child is of concern and this is impacting on their learning and social development.</p> <p>We as a school are required to report the Department of Education in relation to attendance concerns</p> <p>We are here in this meeting to discuss challenges and to find possible solutions.</p> <p>We will continue to review this Learning Plan and further meetings when required will occur.</p>	<p>We recognise that family life is demanding and busy.</p> <p>Everyone in this meeting wants the best for your child.</p> <p>The school has a wellbeing team who can support you and your child to ensure they attend school on time every day.</p> <p>The school works in partnership with external agencies who can support you and your child to ensure they attend school on time every day.</p> <p>The more information we share allows us to work in partnership.</p> <p>The classroom teacher and Principal will remain in contact with you to support your child.</p> <p>It is essential that the school and family work together in partnership to ensure we achieve the best outcomes for your child.</p>

Evaluation:

- This policy was approved on 12th November 2019 and will be reviewed as part of the school's three-year review cycle in 2022 or before if required.

