

ATTENDANCE POLICY



PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Clarinda Primary School has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences.

SCOPE

This policy applies to all students at Clarinda Primary School.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of Clarinda Primary School, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

DEFINITION

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Clarinda Primary School during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Clarinda Primary School, or

- the student is registered for home schooling and has only a partial enrolment in Clarinda Primary School for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Clarinda Primary School believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Clarinda Primary School parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Clarinda Primary School about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Supporting and promoting attendance

Clarinda Primary School's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by: offering Breakfast Club on Friday mornings, Fitness Club on Wednesday mornings and opening the school gates for students to be supervised from 8:40am.

Recording attendance

Clarinda Primary School must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Clarinda Primary School's duty of care for all students

Attendance will be recorded by the classroom or specialist teacher in charge at 9:00am and 2:00pm using Compass. Casual Relief Teachers will mark attendance using a paper roll, which will be sent directly to the school office to be uploaded onto Compass.

Students who arrive after 9:00am must be signed into the school office by a parent/guardian and will be marked as 'Late Arrival' on Compass. Students who leave school before 3:30pm must be signed out of the office by a parent/guardian and will be marked as 'Early Departure' on Compass.

For all events where a student is leaving the school premises an 'event' roll will be marked. The roll for an event will be the responsibility of the teacher who will be accompanying the students on the excursion (e.g. PE teacher). Class teachers will mark their normal roll as always.

Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Clarinda Primary School of absences by:

- logging the absence through the Compass app
- calling the school office on 9544 3231

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Clarinda Primary School will notify parents by SMS/push notification/email through Compass.

Clarinda Primary School will keep a record of the reason given for each absence. The Principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

Managing non-attendance and supporting student engagement

If a student has unexplained absences for two or more days, the classroom teacher will contact the parents/guardians of the student by phone to discuss the absence.

Where absences are of concern due to their nature or frequency, Clarinda Primary School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- organising an in-person meeting with parents/guardians, school leadership and other supporting agencies
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant student wellbeing staff, including the chaplain

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and available digitally for staff at all times
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Made available in hard copy from school administration upon request
- Provided on Compass

MORE INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): [Attendance](#)

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | June 2023 |
| Approved by | School Council |
| Next scheduled review date | 2026/2027 <i>*every 3-4 years</i> |