

ATTENDANCE POLICY

RATIONALE

It is widely recognised that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities.

PRINCIPLES

- 1 The School Education Act 1999 requires compulsory aged students as defined in the Act, to attend school or participate in an educational program of a school, on the days on which the school is open for instruction unless an arrangement in writing has been entered into for a student.
- 2 The Principal is responsible for the accurate recording and vigorous monitoring of the attendance of all students and implementing appropriate strategies to restore attendance if there are attendance issues.
- 3 Although there is no legal requirement in the School Education Act 1999 for pre-compulsory aged students to enrol in school, there is an expectation that once enrolled, students will attend on a regular basis and positive attendance patterns will be fostered.

BROAD GUIDELINES

- 1 Teachers must record attendance at both morning and afternoon sessions for Kindergarten, pre primary and primary students.
- 2 Attendance records must be kept for a period of seven years.
- 3 Absentee notes are to be kept for a period of two years.
- 4 Unsatisfactory attendance reports on students must be retained in a student's records for 25 years from date of birth.
- 5 If a student attendance rate falls below 90% over a ten week period eg 10 half day absences an investigation will be made as to why the student is not attending school.
- 6 When a student has been absent from school and an acceptable reason has not been forthcoming a written request for an explanation for the absence will be asked.
- 7 Parents may give teachers a reason for student absence verbally either in person or over the telephone.
- 8 A case management approach will be used for attendance issues.
- 9 Detailed records will be kept of all contact or attempts to make contact with the student's family and intervention strategies implemented to restore a student's attendance.
- 10 Children who arrive to school after 8:45am are to report to the office to receive a late note. All late absences will be recorded in Integris.
- 11 Students that are regularly late for school will be identified through Integris reports..Letters will be sent home and monitoring and intervention will be put in place.
- 12 Students who have been identified with chronic non attendance and after intervention strategies have been implemented and not been successful the school attendance officer will be referred to the student's parents.
- 13 Extreme cases of non attendance will be referred to the School Attendance Panel.
- 14 If it is established that a student was absent from school without a legitimate excuse a note will be sent to parents informing them of this situation.
- 15 Parents taking their child/children out of school for In –Term vacation are to seek approval for absence from the Principal.
- 16 The Deputy Principal will follow up at the end of each week with notes generated from Integris to distribute to parents where an unexplained absence has occurred during the week.
- 17 The Deputy Principal will print out class lists twice per term which will show students arriving late to school. These will be distributed to staff with the intent of follow up from class teacher and or Admin if required.

CONCLUSION

Schools are responsible for developing and implementing an attendance monitoring and action system for systematic, constant and effective identification and action for all students with attendance issues.