



ATTENDANCE POLICY

Rationale

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

Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 6 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

School participation is important as it 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 which set them up for further learning and participation in their community.

This policy provides the framework to a whole-school approach to the engagement of students in their learning and school life.

Vulnerable Cohorts

We understand that sometimes special consideration may need to be given to in-school procedures for students and their families from particular backgrounds or with particular living circumstances. In our setting, we have identified cohorts we consider particularly vulnerable and with whom we want to work on improving attendance using specialised interventions.

Responsibilities

Classroom /Home Group Teacher responsibilities:

- Monitor each student's attendance and punctuality/contact parents if absence is unexplained/request attendance letter from be sent to parents/ Record actions
- Mark electronic class roll twice a day, within the first ten minutes of both the commencement of the school day and the commencement of the afternoon session
- Address attendance/punctuality concerns early through an attendance/punctuality improvement plan
- Determine the appropriate follow up to ensure the student's education and wellbeing are supported following a school absence
- Coordinate Student Absence Learning Plan if absence is planned and approved
- Identify students who are at risk of disengaging from school
- Make DHS/ChildFIRST notifications where appropriate and in consultation with school leadership

- Escalation of attendance concerns as per Staged Response to Non-Attendance

Student responsibilities:

- Attend school every school day
- Arrive at school and classes on time by 8:55am
- Talk to a teacher if you have issues that might impact on your ability to attend school/class
- Be on time back to class from lunch break at 12:30pm and recess at 2:30pm
- Never leave classroom without teacher's permission or approval

Parent responsibilities:

- Ensure student attends school every school day when instruction is offered
- Ensure student arrives at school on time by 8:55am
- Provide a valid explanation for a student's absence/lateness
- Provide the school with advanced notice if there is a planned up-coming school absence
- Provide a valid explanation for early pick up from school before 3:30pm
- In case of 3 and more days of absence when student unwell provide medical certificate
- Communicate openly with the school about a student's ongoing medical condition that may result in ongoing absence or medical appointments during school hours
- Alert the school early to issues that may impact on a student's attendance
- Work in partnership with the school to address attendance concerns

Principal/Principal Nominee/School Leadership responsibilities:

- Use CASES21/eCASES21/Third party software compatible with CASES21 to record student attendance
- Ensure student attendance is recorded twice per day in every class and reason given for each absence is recoded in writing
- Consider the explanation given for an absence and whether it is reasonable in accordance with the *Education and Training Reform Act 2006*
- Report the annual rates of student attendance for the year to the school community at least once a year
- Ensure that processes are in place to document non-attendance strategies at whole school level
- Ensure that processes are in place to document non-attendance strategies at individual level in student's file e.g. home visits, phone calls, Attendance SSG's, SOCS referrals, DHS/ChildFIRST notifications
- Make a referral to the School Attendance Officer as required
- Ensure processes are in place to document further enforcement proceedings around non-attendance including, referral to the School Attendance Officer, issuing of a school attendance Notice, infringement notice (and any appeal), court proceedings