



STUDENT ATTENDANCE POLICY

Every day a student attends school has a positive impact on their future prospects and their development as an individual. A focus on increasing student attendance through support and intervention with the student and their families creates a culture of success within the school community.

Research from around the world has demonstrated a clear link between improved literacy and numeracy outcomes and attendance at school. Family engagement with student and the school around attendance and achievement has also been shown to be critical; when families understand the relevance of attendance they work more closely and effectively with the school.

PARENTS/CAREGIVERS

- ensure their child attends school on every day on which it is open
- ensure their child arrives at school on time every day (eg before 8.40am)
- advise the school by phone before 9.00am if their son/daughter is going to be absent on that day or explain their absence with a note on their return to school
- notify the school, as soon as possible, if absences are anticipated or known in advance
- apply to the principal for an exemption from school for known extended absences (eg family holidays)
- notify the school of any changes in address or contact phone numbers for students, including emergency contacts
- provide their son/daughter with a note of explanation if he/she is required to leave the school during the day for a legitimate reason (eg medical).

STUDENTS

- always carry student ID card for signing in and out purposes
- attend school punctually on every day the school is open (school begins at 8.45am)
- supply care group teacher with any notes (eg absences, late arrivals and early departures)
- report to student services SSO to sign in if coming to school late (eg after care group)
- report to student services (front office) to sign out if required to leave the school during the day for legitimate reasons (eg medical). Notes should be signed by care group teacher in the morning and shown to SSO at student services. When returning to school, must report to student services to sign back in
- if unwell during the day, report to student services. Do not call your parents, the staff at student services will do this.

CARE GROUP TEACHERS

- complete and update Daymap care group roll by 9.00am
- communicate with parents/caregivers of a student who continually arrives late (eg more than once a week and/or more than 5 times in a term)
- refer ongoing issues to the relevant year level manager via an SBM notification. Issue appropriate yard duty consequences and ensure these are done
- countersign notes from parents/caregivers requesting students leave school during the day for legitimate reasons (eg medical)
- communicate with parents about notes if questionable
- monitor irregular attendees and communicate (either by phone or email) with parents/caregiver (eg more than once a week and/or more than five times in a term)
- follow up all instances of 'unexplained' absences by initiating contact with parent/caregivers to determine legitimate reasons for absences. Refer, via an SBM notification, for incidences where students have missed days or lessons without an acceptable reason
- inform the relevant year level manager where students have extended unexplained absences or patterns of non-attendance.

SUBJECT TEACHERS

- keep an accurate roll for each subject taught on Daymap. Sign every student every lesson
- follow-up lesson absences which are explained during any day where the student has attended other lessons. Do this by completing an SBM notification for the year level manager.

SCHOOL SERVICES OFFICERS

- update Daymap if notification is received of a student absence by parent/caregiver
- update any change of address/contact phone numbers for students
- send letters for absences and/or lateness, upon teacher or year level manager request.

YEAR LEVEL MANAGERS

- regularly review the absentee list and be aware of student absences
- check with care group teacher in the case of extended absences that notification has been received or contact made to ascertain reason
- make phone calls on behalf of care group teacher if appropriate
- work in conjunction with parents/caregivers, admin and student counsellor regarding extended absences and patterns of in-attendance. Issue consequences as appropriate
- enact Department for Education policy to notify non-attendance including the attendance counsellor and completing mandatory notifications, in cases of students under the age of compulsion, who are absent for extended periods or who have patterns of non-attendance.

LEARNING AREA COORDINATORS

- assist subject teachers from their learning areas in following up absences specifically related to their subject area.

STUDENT COUNSELLOR

- assist if parents/caregivers are unable to be contacted
- work with year level managers to notify the attendance counsellor
- provide support in follow up of student's absences and patterns of non-attendance
- work in conjunction with parents/caregivers, admin, year level managers and attendance counsellors regarding extended absences and patterns of non-attendance
- notify staff of students on alternate programs.

Policy Reviewed: May 2020

Ratified by Governing Council:

This policy is subject to review on a needs basis but no greater than a 5-year period.