



Attendance Policy & Procedures

Rationale:

The DECD Attendance policy clearly states the expectation that all children and young people will attend school in line with the requirements of the education programs organised for them. DECD expects priority is placed on early identification of non-attendance and irregular attendance and that the school ensure intervention.

Non-attendance and irregular attendance can be viewed as early indicators of potential for disengagement from education programs. Absence from school impacts significantly on all aspects of a child's development as a learner – socially, emotionally and academically.

The Education Act provides for compulsory attendance of every child aged from six to sixteen years of age irrespective of distance from school or whether disabled or not and each child is required to be enrolled in a government or non-government school.

McLaren Flat Primary School actively supports the legal requirements for attendance of students and the policy directions and related principles of DECD.

The staff at McLaren Flat Primary School acknowledge that the monitoring of school attendance enables identification of areas for improvement and students who are at risk. Therefore allowing for early intervention strategies to be implemented to support these students.

Student attendance is everyone's business.

Absence Procedures:

If a student is absent : Parent /Caregivers are to notify the school on the day of absence prior to 8.45 am (by phone, in person) unless previous communication/notification has taken place.

The school will phone a parent/caregiver if a student is absent and no communication/notification has been received.

Significant patterns of absence will be referred to the leadership team

Lateness:

If a student is going to arrive at school after 8.50am Parent /Caregivers are required to:

- Notify the school by phone before 8.50am (previous day by phone, in person or written form if prior knowledge)
- Accompany their child to check in at the front office and receive a late attendance notice to take to the class teacher

Significant patterns of lateness will be referred to the leadership team

Early Departures:

If a student needs to leave prior to 3.10pm parent/caregivers are required to:

- Notify the teacher/school in advance where possible
- Stipulate the time and reason for departure
- Collect the student by reporting to the front office to receive an early departure notice
- Present the early departure notice to the class teacher on collection of student

Significant patterns of early departure will be referred to the leadership team

Role of Leadership Team:

- Ensure parents/caregivers and students are informed of the attendance policy and procedures
- Keep parents updated about their child's attendance through written reports (2x per year)
- Ensure a consistency of attendance procedures in all classes R-7
- Oversee analysis and maintenance of attendance data
- Report attendance data to DECD and school community through the Annual Report
- Seek advice, support or place referrals to the DECD Attendance/Engagement officer
- Communicate with staff with regard to students at risk and future strategies to implement
- Communicate with families where students are not meeting DECD attendance requirements
- Initiate formal written communication with families who have children with continued poor attendance and/or significant unexplained absences

Role of Administration Staff:

- Administer late arrivals and early departures
- Phone parent/caregivers daily when student absence is unexplained
- Manage the updating of class absence booklet
- Communicate any phone messages to class teachers
- Enter attendance data into EDSAS weekly
- Provide class teachers with attendance reports for Assessment /Reporting procedures

Role of Teachers:

- Implement the school attendance policy and procedures
- Provide a safe, success orientated and caring class environment
- Discuss the importance of school attendance with students
- Seek a reason for all student absences
- Record attendance data daily
- Check communication books and diaries daily
- Identify patterns of absenteeism/lateness and discuss with parent/caregivers
- Refer patterns of unexplained absence to the leadership team

Role of Parent/Caregiver:

- Ensure students attend school from 8.50 am to 3.10 pm each school day
- Notify the school by phone, in person or in written form if a child will be absent, late or depart early
- For long term illness a medical plan from a registered practitioner should be provided to the school
- Consecutive days of illness should be followed up with a doctor's visit and accompanying doctor's certificate
- Report to the front office when a student is late or requires early departure
- Create an expectation that your children attend school every day
- Where possible make dental, medical, family appointments outside of school hours
- Discuss any extended absence (holidays/travel) with the class teacher or leadership to ensure the appropriate exemption form is completed.

Support your child by:

- Talking positively about the school and showing a keen interest in your child's learning
- Planning evening and morning routines that enable children to complete homework, get notes and diaries signed and complete any other preparation for the next school day
- Maintaining regular bedtime routines and ensuring that children have plenty of sleep in order to be fresh and rested at the start of each school day