



Lyndoch Primary School

Attendance Policy and Procedures

GENERAL

A child who is at least 6 years old but not yet 16 is of compulsory school age. Every child of compulsory school age, irrespective of distance from the school or whether disabled or not, is required to be enrolled at a government or non-government school, or the Open Access College, and is required to fully participate in the education program arranged and approved by the enrolling school.

AT LYNDOCH PRIMARY SCHOOL WE BELIEVE THAT

- ✚ future student success is determined by regular attendance at school.
- ✚ positive parenting in relation to schooling helps students appreciate the importance of education, learning and regular attendance.
- ✚ good habits such as structure and routine on school mornings assist students in getting up and getting ready for school. Successful students are well organised and start the day on time.

DEFINITIONS

In order to assist schools to identify students at high risk DECD has established the following parameters:

- **Habitual Non-Attendance:** Where a student has 5 or more absences per term (average of 1 day per fortnight) then the issues of absenteeism for that student should be analysed by the school for possible chronic non-attendance.
- **Chronic Non-Attendance:** Where a student is absent for 10 days or more per term (average of 1 day per week) then the issues of absenteeism for that school should be analysed for possible chronic non-attendance.

RESPONSIBILITIES

Parents' responsibilities

Parent/caregivers are responsible for getting their students to and from school.

- ✚ Students should arrive at school between 8.35am and 8.55am.
- ✚ Students should attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg illness).
- ✚ When a student is late for school, it is a requirement that the student is 'signed in' through the front office and the parent / caregiver should provide an explanation for a student's late arrival.
- ✚ Parents wishing to collect students for an early departure must also report to the front office with an explanation and 'sign' their students out. Should they return the students to school after some time out, e.g. a dentist's visit, the student needs to be signed back in to the school at the front office.
- ✚ Where a student of compulsory school age is absent from her or his education program, the parent / caregiver is required to present a written explanation for that absence within a reasonable time. Ideally, for safety reasons, this explanation should be received on the day of the absence or within three days of the commencement of the absence at the latest. A telephone message in place of a written note is also acceptable.
- ✚ Parents / caregiver must let the school know if an extended absence is likely.

- ❑ Parent / caregivers must apply to the Principal for exemption from school if an absence of between 4 days and 1 month that is not due to illness will occur and to the Minister if required for more than a month.

Teachers' responsibilities

- ❑ Monitor each student's attendance.
- ❑ Record absence and reason for absence in absence folder which will be collected by office staff daily.
- ❑ Teachers will mark students who are absent without explanation as a "U" until they receive an appropriate explanation from the parent / caregiver.
- ❑ When a written explanation arrives for an absence the teacher will record this on the roll in the absence folder, making note of the reason.
- ❑ Teachers will follow up unexplained absences during the week either via a diary note or by speaking directly to the parent. However, where a diary is utilised, a photocopy of the relevant written explanation **must** be retained by the school.
- ❑ A 'Reason for Absence' note (attached) is available to send home to parents / caregivers.
- ❑ Ensure that all absences are coded correctly and any amendment noted.
- ❑ Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.

SSO's responsibilities

- ❑ Record EDSAS Data.
- ❑ May make additional phone calls or send notes at teachers request to follow up reasons for absence.
- ❑ Ensure Late Arrivals / Early Departures are entered electronically as the child arrives or leaves and a receipt is available for the class teacher
- ❑ Notify the Principal if a pattern of absence is noted on EDSAS reports.

Principal's responsibilities

- ❑ Ensure that the EDSAS roll is accurately completed.
- ❑ The Principal / class teacher should document any attendance intervention, strategies, home visits, phone calls and include in student's file. Schools must document all information relating to non-attendance, such as telephone calls, contact with homes and mandatory notification.
- ❑ The Principal / delegate / class teacher will text families each day to clarify unexplained absences and the Principal will ring families after 3 or more unexplained absences in a term.
- ❑ After 10 unexplained absences in a term or concerning patterns of attendance appearing the Principal / delegate will contact the parents / caregivers and have a pre-referral conversation with the Student Attendance Counsellor.
- ❑ Review Attendance Data at Staff Meetings twice a term.
- ❑ Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one calendar month. Parents / caregivers should apply in writing and Principals should also advise approvals and non-approvals on school letterhead. Copies of such advices are to be retained in school files, together with applications, and are to be made available to appropriate department officers as required.
- ❑ Provide information in the newsletter and Parent Handbook relating to attendance.
- ❑ Ensure that new parents receive a copy of the school handbook.
- ❑ Review student attendance each term and phone families and request a meeting with parents / caregivers of any students who have been absent for more than 5 days in two consecutive terms to discuss ways to improve attendance.
- ❑ Where chronic non-attendance does not improve with school support, the Principal will make a referral to DECD – Student Attendance Counsellor.