

Attendance Policy

Rationale

- Regular attendance enables children to reach their full potential and has significant benefits for the whole community.
- Attendance is a shared responsibility between staff, parents/caregivers, students and the wider community.

Aims

- To maximise student learning, wellbeing and educational outcomes.
- To ensure DECD attendance requirements are met.

Responsibilities

Student:

- Attend school regularly and arrive at school punctually.
- Engage appropriately in the education program.

Parent/Carer:

- Ensure regular and on time attendance at school.
- Provide the school with any relevant information that may assist in planning for a child's learning eg. medical conditions, family issues.
- Contact the school if their child is to be absent/late at any time. A written explanation is required after 3 days of non-attendance.
- Apply for an exemption when a child is removed from school eg. family holiday
- Work with school on intervention strategies to improve attendance, late arrivals, and early dismissals
- Discuss with leadership any suspicions of neglect and abuse that may require a mandatory notification.

School staff:

- Provide a relevant and dynamic learning program providing opportunities for success to engage students and encourage regular attendance.
- Contribute to development and implementation of school Attendance Improvement Plan.
- Record attendance/absences according to DECD requirements ie. accurately complete classroom roll book on a daily basis using the codes indicated.
- Attach a copy of all notes regarding lateness/absences to classroom roll book and update roll book as needed.



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- Follow up and document all unexplained absences and lateness with note or phone call home. Update roll book with reason for absence.
- Report any concerns about attendance/lateness ie. student absent without reasonable explanation for 3 consecutive days or ongoing irregular attendance/lateness to the leadership team using student attendance referral form.
- Work with parents/ caregivers and agencies to support regular attendance.
- Discuss with leadership any suspicions of neglect and abuse that may require a mandatory notification.

Leadership Responsibilities: (Principal / School Counsellor)

- Develop and implement Site Attendance Improvement Plan.
- Induct all staff into attendance procedures.
- Ensure attendance records are updated and maintained.
- Monitor and analyse attendance data and report to school community through Annual Site Report.
- Award individual students for excellent attendance (ie. 95% or higher) each term.
- Ensure non-attendance referrals from classroom teachers are followed up and interventions documented ie. contact parent/caregivers and/or send attendance note and school attendance pamphlet home.
- Contact the Regional Attendance Counsellor to discuss student referrals for ongoing non-attendance, lateness and early departures.
- Complete attendance referral as advised by Regional Attendance Counsellor.
- Ensure that notifications about suspicions of neglect and abuse are made in addition to any referral to Regional Attendance Counsellor.
- Maintain contact with Regional Attendance Counsellor, families and classroom teacher throughout referral and case management process and document actions.

