

STUDENT ATTENDANCE POLICY



AIMS:

- To address student absenteeism and reduce the rate of student absences to state mean or below as reflected in our data.
- To accurately account for all student absences.
- To provide information/education for parents and students on the importance of education and full school attendance.
- To develop strategies for the identification of and early intervention for students who are at risk of developing poor attendance patterns.
- To provide support and strategies for parents, students and teachers to improve student attendance.
- To inform families about the changes to Education, Training and Reform Act regarding compulsory school attendance.

GUIDELINES:

- Student attendance will be accurately recorded on eCases or class rolls by teachers in the morning and afternoon.
- The office staff will enter all late arrivals and early leavers on eCases
- All absences are to be accounted for by either verbal or written communication or via the App.
- The following Reason Codes should be used in class rolls:-

111	Late	300	Truancy	702	Transferred
112	Early Departure	400	Suspension/In School	807	Parent Choice authorised
200	Medical	401	Suspension-External	802	Exempt/Preps/Yr 6 Transition
201	Illness	601	Group Activity	804	Extended Family Holiday
205	Medical Appointment	605	Special Event	805	Religious/Cultural Observance
206	Hospital	606	Camp	900	School Choice
209	Dentist	607	Other Educational Activity	901	Industrial Action
211	Bereavement	611	Sports	806	Parent Choice/unauthorised

- Notes will be collected by the classroom teacher and filed on a daily basis in the roll.
- Students departing from the school for appointments or illness must be signed out at the register in the office.

- Teachers are to make phone contact with families of students who have an unexplained absence of two days. Where they have been unable to contact the family on three consecutive occasions the matter needs to be referred to the Assistant Principal.
- Attendance issues should be referred to the Student Wellbeing Officer / Assistant Principal.
- Attendance targets are to be determined from the Annual Report absence data.
- The importance and benefit of regular school attendance will be promoted to students and their families through strategies such as newsletter articles and parent meetings.
- Student attendance will be reported to students and families on mid and end of year reports.
- Proactive strategies will be implemented to identify and follow-up students with unsatisfactory attendance. Refer to Student Attendance Plan Procedure (4a).
- The Office staff will provide absentee notices to classroom teachers to deliver to students with no explanation of absence/s.
- Dependent upon discussions with Assistant Principal, a meeting with parents/carers will be convened if nonattendance is persistent and is deemed to be placing a student at risk.
- The Principal or Assistant Principal and Parent/Carer and where possible the classroom teacher will be in attendance at this meeting.
- Where a student has been absent from school on a least five full days in the previous 12 months, and the parent has not provided a reasonable excuse for these absences, and measures to improve student attendance have been undertaken by the school and have been unsuccessful, the Principal can exercise their discretion to refer the matter to the School Attendance Officer for further action. School Attendance Officers can then issue a School Attendance Notice to the Parent giving the parent the opportunity to provide reasonable excuses for these absences. Failure to comply with this Notice may result in the issue of an Infringement Notice, which carries with it a penalty of approximately \$70.
- Regular reviews of attendance rates will take place and parents will be contacted for unexplained student absenteeism over this period.

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in July 2018
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Name of School Council President: Nicholas Bliss
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