



ATTENDANCE POLICY

Students need to attend school regularly in order to participate fully and gain maximum benefit from schooling.

It is important that the reasons for non attendance are investigated and appropriate action taken. A poor attendance pattern may be a reflection of issues in children's home or school life. Careful monitoring of student attendance patterns identifies students at risk and enables the implementation of early intervention strategies.

ATTENDANCE REQUIREMENTS

Children who are between the ages of six and fifteen are required by legislation to attend school. When a five-year-old has been enrolled at school they must attend regularly.

When a student is absent from school the parent /caregiver is required to notify the school by phone or send a note explaining the absence on the day the student returns to school. The school must be notified within three days of the commencement of the absence if it is longer than three days. If the notification is not received within a reasonable time the Deputy Principal may contact the parent/caregiver.

All correspondence regarding absences, including medical certificates are to be kept by the class teacher until the end of the school year.

Lawful excuses for a student not to attend school when it is open for instruction are that the student was prevented from attending due to illness, danger of being affected by an infectious or contagious disease or by any other unavoidable and sufficient cause.

The Minister may require the production of a medical certificate to an officer nominated by the Minister when the child is alleged to be absent because of sickness or injury.

Unsatisfactory attendance at school of children under compulsion must be reported via EDSAS referral to the Student Attendance Counsellor.

ATTENDANCE PROCEDURES

If a student is absent for one day

1. Parents/Caregivers must notify the school by phone, via the skoolbag app, sending a note in the student's diary or in person at the Front Office.
2. If absence is unexplained teachers will place an absent explanation label (gold) when student returns to school. Absence explanation labels will be placed in roll folders by attendance SSO.
3. When the explanation is returned it is to be kept by teacher and the code on the roll will need to be adjusted to reflect the reason for the absence.
4. If student is absent for three or more consecutive days without prior explanation teachers, will attempt to contact parents by phone.
Teachers should check email's from Front Office for phone notifications.

LATE ARRIVALS

If students arrive after 8:55am, they are to be sent to office to inform Front Office staff they need to sign in Late.

Parents bringing children in late will be asked to sign them in at the office on their way in. They will be given a yellow card to take to their teacher.

If parents do not accompany children they are asked to phone the school or send a note with their child. If a student is not at school by 9.00, teachers will mark the student as absent and Office Staff will contact parents/caregivers to find out where the student is.

LEAVING SCHOOL EARLY

Parents/caregivers collecting children early must go through the office and be signed out. They will be given a blue card to be taken to the teacher.

RECORDS

LEARNLINK ROLL CALL PROCEDURES

- The roll is to be called daily and entered into Learnlink by 9:00am. Students not in class by 9.00, will be considered absent.
- It is the classroom teacher's responsibility to record all student absences using the appropriate absence code. The list of codes and a definition for each is in the roll folder.
- For an "L" – Late arrival or "E" – Early departure entry, the time of arrival or departure should also be noted.
- The cut-off time for a late arrival to be recorded as an "M" (morning) absence is 9.30am.
- Each time you receive a new page print out teachers must check the previous week's system record with the manual record that you have kept.
- Any changes should be ringed clearly in a different coloured ink so that the teacher can change them accordingly. ????
- When teachers have checked the previous week's printout it must be signed at the bottom of the page to verify and left in the roll folder for the SSO to file.
NB: Tandem teachers must both sign to verify their days.
- All parent notifications as to the reason for absences are to be stored in the roll folder for the SSO to file with the roll sheets at the end of each term (this includes photocopies of diary notes, emails from parents, handwritten notes).
- You are reminded that the Roll is a legal document which can be used in a court situation. It therefore must be kept accurately on a daily basis and all entries must be in ink.

STUDENTS AT RISK

If a student has established a pattern of absences, late arrivals or early departures they are considered to be at risk.

1. Teachers will identify and monitor students they consider to be at risk due to patterns of non attendance, absences, late arrival or early departure.
2. Class teacher to meet with Deputy regularly to discuss action in relation to students at risk.
3. Teachers will notify parents by letter of any attendance concerns.
4. Students who are absent for 10 or more days a term are considered chronic non-attenders. This concern must be raised with the DP who will ensure the appropriate processes (attendance letter sent to family, registered letter to family and home visit) are followed prior to the referral to the Attendance Officer.

CODES

(Within EDSAS the list of codes and reasons for absence are regularly updated – this will be provided to teachers)

L	Late	D	All day
A	Afternoon	M	Morning
E`	Early Departure		

REASONS FOR ABSENCE

C	Ill with certificate	E	Exemption (by Principal)
F	Family/Social	I	Illness - no certificate
N	Not parent approved	K	Take Home (disciplinary reasons)
M	Camps and excursions	S	Suspension
T	School Sport	U	Unexplained
Z	School Follow Up (frequently absent without acceptable reason)		

RESPONSIBILITIES

Principal/Deputy will:

- Ensure attendance procedures are used R-7
- Check and sign attendance printouts at the end of each term
- Involve support personnel as required
- Meet regularly with class teachers regarding students at risk
- Ensure parents and students are informed of attendance procedures
- in consultation with staff will develop individual **Attendance Plans** for poor attendees.

Teachers will:

- Structure morning routine to ensure that the roll is marked daily by 9.00am
- Use attendance procedures
- Accurately record attendance
- Identify and record attendance of students at risk
- Teachers will follow-up any attendance issues with families and keep the DP informed
- Teachers will send letter to parents

S.S.Os will:

- Import absences into EDSAS on Friday's before recess time
- Call families if a child is absent.

Parents/caregivers will:

- notify the school of all student absences
- ensure students attend school from 8.50 am to 3.15 pm each school day
- notify the front office when collecting students before 3.15 pm

Students will:

- attend school from 8.55 am to 3.15 pm on each school day.
- ensure notes to and from school are delivered.

EXEMPTION FROM ATTENDANCE

1. 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 or caregivers should apply on an 'Application for exemption from School Enrolment/Attendance (ED175), Principal will respond with a copy of the form. Copies of applications, approvals and non approvals are to be retained in school files.
2. All applications for temporary exemptions exceeding one calendar month, and for permanent exemptions, are to be made on Form ED175 and forwarded to the Central delegate exemptions Processing School and Regional Operations

This child has not arrived at school

Name: - _____ Class Teacher: _____

Date: _____ Parent/Caregiver contacted Yes No

Reason for lateness/absence: _____

Reviewed Jan 2022