ATTENDANCE POLICY PROCEDURES

BELIEF STATEMENT

At Rose Park Primary School we aim to provide a safe, success oriented and stimulating environment. Students need to attend school regularly in order to participate fully and gain maximum benefits from schooling.

Our aim is to ensure all students have access to equitable educational outcomes. Monitoring of student attendance enables identification of students at risk and early implementation of intervention strategies.

We believe that early detention and assessment of the causes of school non-attendance and the provision of organization structures, responsive to the needs of the individual, are vital.

All members of the school community are expected to meet the requirements of attendance and work to the best of their ability and skill as consistently as possible. Student attendance is everyone's business.

GENERAL

Once a child has started school they are of compulsory age, irrespective of the distance from school. These students are required to be enrolled at a registered government or non-government school and must attend on every day instruction is provided unless the Minister has granted exemption from school attendance.

The primary responsibility for meeting this legal requirement rests with the parent / guardian. The responsibility for enforcing school attendance is with the Department of Education and Children’s Services (DECS). The school therefore has a legal responsibility to record and monitor attendance and report to the department problems of non-attendance.

RESPONSIBILITIES

Parent:

- Children must arrive at school between 8.45 and 9.00 a.m.
- Children must attend school every day when instruction is offered unless the school receives a valid reason for absence (e.g. illness).
- Parents / caregivers must provide the school with an appropriate explanation for the student’s non-attendance by way of letter, phone, or medical certificate. After three days a written explanation is required.
- When a student is late for school, s/he must be signed in at the front office. An explanation for the lateness must be given by parent / caregiver.
- Parents / caregivers must notify the school if an extended absence is likely and the school needs to arrange work at home for the student.

“A learning community encouraging achievement and embracing diversity”
Teacher:

- Monitor each child’s attendance accurately.
- Record absence and reason and forward to office each Friday.
- Record students arriving after 9.00 and before 9.15 a.m. in class Roll Book.
- Fill in and send home yellow “attendance” slip after any unexplained absence.
- After three consecutive days, record in “Attendance Concerns” slip and forward to Admin/Leadership.
- Document any strategies / interventions and include on concerns sheet.
- Discuss concerns with leadership team.
- Coordinate the collection of work for students absent for acceptable reasons and for whom work is required.

Leadership Team:

- Complete and send attendance letter home after receiving “Attendance Concerns” slip from class teacher.
- Document intervention, strategies, phone calls, home visits and include in student’s file.
- Refer to Attendance Counsellor on ED171 form if attendance issues are not resolved.
- Use delegated authority from the Minister to approve applications for temporary exemption from the school attendance for periods up to one calendar month.
- Set out all applications for temporary exemption exceeding one calendar month, and permanent exemptions on form ED175 and forwarded to the Student Attendance Counsellor.
Any unexplained absence.

Yellow “attendance slip” sent home by class teacher.

Slip not returned, “Attendance Concern” slip forwarded to Leadership Team.

Leadership Team contact home by phone or visit.

Leadership team notify class teacher and reason recorded in class roll book.

Leadership Team notifies Attendance Counsellor on ED171 form.

If no improvement