



# ATTENDANCE POLICY AND PROCEDURES

## CONTEXT/BELIEF STATEMENT

At Ascot Park Primary School we believe schools should provide a safe, success orientated and caring environment. We believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential. School staff should set an example for students, encouraging and emphasising attendance and punctuality.

Our aim is to ensure all children can access equitable educational outcomes. Monitoring of school attendance enables identification of students at risk and the early implementation of intervention strategies. We believe the early detection and assessment of the causes of school non-attendance and the provision of organisational structures, which are responsive to the needs of students, is 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

A child who is at least six years old but not yet sixteen is of compulsory school age (from 01/01/03), irrespective of distance from the school or whether the student has a disability or not. These students are required to be enrolled at a registered or non-government school and must attend the school on every day instruction is provided at the school for the child unless the Minister has granted an exemption from the 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 Child Development Services (DECD). **The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.**

## RESPONSIBILITIES

### PARENT'S RESPONSIBILITIES

Parents/caregivers are responsible for getting their children to and from school.

- Children must arrive at school between 8:30 and 8:50am.
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg. illness).
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises of a written note, telephone call from a parent/caregiver, through skoolbag app or a medical certificate. After three days a written explanation is required.
- When a student is late for school, it is appropriate that the parent/caregiver explains the reason for lateness.
- Parent/caregivers must let the school know if an extended absence is likely or if the school needs to arrange work at home for students.

## TEACHERS RESPONSIBILITIES

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- Monitor each child's attendance.
- Record absence and reason for absence in roll book folder and send to front office by 11:00am each day (especially Fridays)
- Students who are late will be given a late slip which is recorded and then kept in the roll book folders.
- If a parent rings to inform school of student absence a 'purple' student absence slip will be given to the teacher. This is recorded & kept in roll book folder.
- Contact home on the third day of absence. Record appropriately on 'Parent Contact Sheet' in roll book folder.
- Document any strategies/interventions and include in student's file. After contacting parent/caregiver alert the leadership team if needed.
- Co-ordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.

## LEADERSHIP TEAM'S RESPONSIBILITIES

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- Ensure that the EDSAS roll is accurately completed
- The leadership team will complete the letter regarding the absence of a student and send home to parent/caregiver
- The leadership team should document interventions, strategies, home visits, phone calls and include in student's file.
- The leadership team will refer to an Attendance Counsellor on an ED171 form if attendance issues are not resolved.
- Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance. An ED175 form is to be completed and retained in student's file.

