

## SCHOOL ATTENDANCE POLICY

**The Education Act requires that children of compulsory age (6years old) are enrolled and attend school. Children who are not of compulsory age but who have enrolled are subject to the same participation requirements. Schools have a legal responsibility to monitor lateness and attendance.**

Compulsory school age is when children must be enrolled in and attend school, from when they turn 6 until they turn 16.

Patterns of attendance and absence that are set up in the early years usually persist through education and life. Regular attendance at school is important to a child's learning and development.

Poor attendance may lead to learning difficulties because children who are frequently absent are likely to miss learning the basic skills needed for their future education.

### **Schools and preschools work with parents to encourage attendance and participation to:**

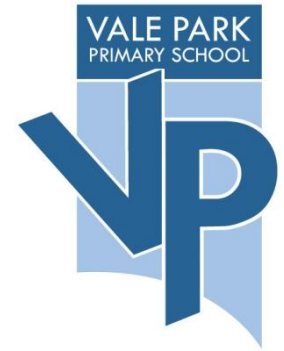
- Provide relevant learning programs for all students
- Maintain accurate records of attendance
- Ensure non-attendance is followed up through early intervention
- Develop strategies to resolve attendance difficulties..

### **At Vale Park Primary School we:**

- Seek to engage all students in their learning to encourage full participation
- Believe that regular school attendance is fundamental to improving educational outcomes
- Will ensure that any unsatisfactory participation or unexplained absence is investigated as soon as possible
- Analyse all data available related to Attendance – EDSAS and Sentral
- Work supportively with families where there are attendance concerns that are impacting on the student's full participation
- Use DECD resources where necessary eg. Attendance counsellor – attendance improvement plan developed.

### **Parent Responsibilities:**

- To support children in attending school all day every day unless there is an unavoidable reason for not attending
- Make appointments eg doctor out of school hours if at all possible
- Support children in being punctual – when arriving late or leaving early parent must go through office and advise of reason
- To advise the school when a child is absent and explain the reason. This is to be done prior to the absence (when possible) or as early as possible on the day of the absence.
- Supply school with sickness certificate for absences of 3 consecutive days or more
- Apply through the front office for school exemption when the child is absent for longer than one week for family reasons. The appropriate form can be obtained from the Front Office.
- To respond to communication from the school regarding unexplained absenteeism
- Work with the school and attendance office to improve attendance when necessary.



## **SCHOOL RESPONSIBILITIES:**

### **Teacher:**

- Mark roll book on Sentral (internal software program) by 9am each day
- Mark absences with appropriate code / part of day (Do not mark if children are present)
- Ensure that students arriving late and departing early are signed in and out by a parent or guardian, using the attendance computer located in the Front Office. Students will receive a late arrival or early departure slip that they must give to their class teacher when arriving late or departing early.
- Check pigeonholes and folders for notes
- Lateness is defined as arriving after 8:45am
- Communicate concerns related to attendance to Deputy Principal
- Sign attendance data sheets at the end of each term
- Keep notes relating to attendance and record information given by phone or in person for the current year and hand to office at the end of the school year
- Provide work for students who have been exempted from school or students who are absent for an extended period of time (more than two days).

### **Office SSO:**

- Record all notifications advising of non-attendance. Ensure that a reason is provided. Advise class teacher via class folders of notifications received.
- Check attendance on Sentral, follow up notifications and import information to EDSAS
- Make a record of any parent messages received
- All written correspondence/ documentation of phone calls are kept.
- Provide ED 175 Application for Exemption from School Attendance when families take children from school for more than one week..

### **Leadership:**

- Communicate the importance of school attendance to school community on a regular basis
- Monitor patterns of unexplained absence, frequent absences due to illness or family reasons and lateness
- Monitor ATSI student attendance as part of Aboriginal Strategy
- Work with the teacher and family in a supportive way to improve attendance and punctuality
- Communicate with the family verbally and in writing when there is a concern and document all communication
- Seek support of Regional Attendance Officer/ Social Worker when necessary
- Maintain an attendance rate of 95% or above for all students
- Use DECD dashboard and Sentral to advise of chronic attendance, habitual attendance and consecutive day of unauthorised absence.