

ATTENDANCE POLICY

Aim

It is crucial that students develop habits of regular attendance at an early age. Poor patterns of attendance place students at risk of not achieving their educational, as well as social and emotional potential. Low attendance rates may also affect the quality of choices they are able to make in later life.

Once learners have begun to absent themselves from pre-school or school, and the initial cause of this remains undetected or unexplored, it is likely that the pattern of absence will continue and escalate through the subsequent years of schooling.

Implementation

The following guidelines outline whole-school strategies designed to promote and maintain high levels of student attendance. The Guidelines also outline procedures and requirements for schools to record, monitor and follow up attendance.

- All enrolled students are required to attend school unless valid grounds exist for absenteeism.
- Illness is reasonable grounds for absence.
- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to provide a written note or return a completed absence form to the school explaining why an absence has occurred.
- The principal has a responsibility to ensure that attendance records are maintained and monitored by school office staff.
- All student absences are recorded by teachers twice a day, and SMS correspondence is sent to parents to notify of the absence.
- The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- The Principal will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in organization of an attendance conference. A 20 day absenteeism letter will be sent by the Principal to address the issue.
- Student attendance figures are reported in the annual report to the school community.
- The school will notify the Student Tracking Coordinator (STC) at the Department of Education if they believe a child is no longer attending the school, and if a child's whereabouts is unknown.

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