



ASSESSMENT

POLICY

Rationale:

- Accurate and comprehensive assessment of student performance against state-wide standards aids in establishing open communication, guides student learning, assists in establishing future direction, and helps to identify areas of exemplary performance, as well as those areas in need of support and assistance.

Aims:

- To assess school and student performance accurately and comprehensively against state-wide standards.
- To improve student learning by accurately determining current performance as well as areas of future need and development

Implementation:

- All enrolled students are expected to attend all of each day.
- Class teachers will mark the attendance roll at 9:30 and 2:00pm each day and keep a record of late arrivals.
- Late arrivals will be marked late up until 10:00am and absent for half the day if students arrive after 10:00am.
- Attendance records will be entered into CASES at least weekly.
- Attendance, absence records and late arrivals will form part of the child's half-year and end of year progress reports to parents.
- Parents of absent students are required to provide a written note, detailing the reason/s for the absence and/or leave details on the absence line. These notes are to be retained in each student's personal file.
- Staff members are to bring to the attention of the Assistant Principal and/or Wellbeing Coordinator any students/s whose attendance is irregular, any students who do not provide written notes adequately explaining absences, or whose absences appear unwarranted.
- The Assistant Principal/ Wellbeing Coordinator will, after consulting with the teacher, attendance records and the student, decide upon a strategy to be employed. As poor attendance is often indicative of the other problems including engagement and family issues, the support strategies employed by the Assistant Principal/ Wellbeing Coordinator will be determined on a case-by-case basis. However, they may include:
 - Initial telephone contact with parents
 - Counselling sessions for parents and/or students
 - Home visits
 - Formation of a support group for school attendance as a prerequisite to extra-curricular activities
 - Attendance rewards
 - Awards for regular attendance will be a regular feature of whole school assemblies.
 - School attendance policy will be based around the "Its Not Ok To Be Away" program and information from this program will be distributed to students and families.
 - Ongoing attendance issues will be reported by the principal to the appropriate welfare and government agencies.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle

This policy was last ratified by School Council in October 2006