



ATTENDANCE

POLICY

Rationale:

- The *Education Act* requires that children of school age (six to seventeen years) resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, have a shared enrolment with a specialist setting, enrolled in correspondence education, or have been granted an exemption by the Regional Director.

Aims:

- To maximise student learning opportunities and performance by ensuring that children required to attend school; do so regularly and without unnecessary absences.
- To put into place agreed processes for truancy within the school.

Implementation:

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.
- Absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence - shopping excursions or birthday parties are not.
- 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 (See Form 1 below) to the school explaining why an absence has occurred.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on our CASES database and communicated to the Department of Education.
- The Department of Education and enrolment auditors may seek student attendance records.
- The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained. (See Form 2 below).
- The principal will ensure parents of students with high levels of unexplained or unapproved absences are contacted, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences, or lack of cooperation regarding student attendance may result in a formal attendance conference being organised. Unresolved attendance issues may be reported to the Department of Human Services.
- Students with excellent attendance records will receive certificates of achievement.
- Posters encouraging school attendance will feature prominently, as well as newsletter articles.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.

Evaluation:

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

Expectations

Consistent student attendance at Karingal Primary School is an expectation that relies on family and school support.

Students:

- All enrolled students are expected to attend all of each day.
- If a student knows in advance that he/she will be absent the following day, it is up to them to make the their classroom teacher aware of this.
- Any student arriving after 9:00am must report to the office to obtain a 'late pass' before they enter the classroom.
- In particular circumstances, students may need to meet with their classroom teacher to arrange for missed work to be completed.

Parents:

- Ensure your child arrives at school no later than 8:55am.
- If your child is going to be late or absent, the parents must notify the office or call the absence line by 10:00am.
- Provide the school with a reason for your child's absence.
- Complete relevant documentation to assist the school in noting your child's absence.

Admin Staff:

- All attendance data to be entered into CASES daily.
- Supply students who arrive after 9:00am with late passes to present to classroom teachers upon their arrival.
- Send out letters to parents for absence approval.
- Listen to absence line and document any messages left.
- Filing absence notes into archives.
- Printing off class rolls.

Teachers:

- Must be located in their line-up area no later than 9:00am
- Mark attendance roll at 9:05am.
- Any student arriving after 9:05am and before 10:00am to be marked as late.
- Any student arriving after 10:00am to be marked as absent for the morning.
- Students arriving after the bell must be sent to the office for a late pass.
- The roll must be marked again at 2:30pm and sent to the office at 2:35pm sharp.
- After 2 consecutive unauthorised absences, the teacher must contact the parents and document the call. Any concerns will be communicated to the Wellbeing Officer or Assistant Principal.

The Karingal Primary School attendance policy shall be strictly adhered to and shall be distributed at the beginning of each year. The Assistant Principal/Wellbeing Coordinator will monitor children considered vulnerable through excessive absences and details will be distributed to class teachers at the beginning of the year. Individual attendance plans shall be put in place for children who experience excessive absence traits (more than 5 non-substantiated days in one term).

The individual attendance plans may include:

- Home visits
- Revised school teaching plans
- Counselling and support groups
- Correspondence detailing the school's policy and the Education Act requirements of parents.
- Regional Support by the local Regional Principal Consultant.

A new initiative called 'Punctual Powerball' has been introduced by the school to improve school attendance and punctuality. Students who arrive to school before 9:00am receive a number in the Powerball draw. Each class has a winner every week and a 'whole school' winner is drawn every Friday at assembly.

This policy was last ratified by School Council in May 2014

STUDENT ABSENCE FORM

Form 1

Student Name:

Class:.....

Date of Absence:

Reason For Absence:

Parent Signature:

KARINGAL PRIMARY SCHOOL

Form 2

STUDENT ABSENCES

Date.....

Dear Parent / Guardian,

It has been brought to my attention that your child
has been absent from school recently and has not yet provided a written note explaining
the reason for the absence.

The date/s of the absence/s are:

It is an Education Department requirement that students provide a note from parents
explaining all absences.

Therefore, you are required to provide a note covering the above absence/s from school
as soon as possible.

Staff Signature.....