

KUNYUNG PRIMARY SCHOOL

**ATTENDANCE**

POLICY

# DEFINITION

# In accordance with the *Education and Training Reform Act* 2006, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted.

# Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.

# Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless:

# there is an approved exemption from school attendance or attendance and enrolment for the student, or

# the student is registered for home schooling and has only a partial enrolment in a school for particular activities.

# The principal or regional director (depending on the circumstances) may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time.

# For absences where there is no exemption in place, the parent/guardian must provide an explanation on each occasion to the school.  The school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the *Education and Training Reform Act* 2006.

# Schools must maintain attendance records and develop policies to support and maintain attendance

# PURPOSE

To maximise student learning opportunities and performance by ensuring that children required to attend Kunyung Primary School do so regularly, and without unnecessary or frivolous absences.

**BELIEF**

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.

**IMPLEMENTATION**

* 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 an explanation to the school as to why an absence has occurred
* Parents or guardians of students who are to be absent are required to telephone, enter the absence through COMPASS, or provide a note to the school before 9:00am to report the absence.
* Regular attendance will be promoted and valued in regular communication with students and parents, in assemblies, COMPASS and other forums.
* Classroom teachers and the Wellbeing Leader will be responsible for monitoring and investigating student absences within their class.  They are to:
	+ Ask students to remind their parents to contact the school for all unexplained absences.
	+ Send a letter home after **5** unexplained absences and record that a letter was sent in the Notes section of Compass.
	+ Pass on absence letters to the school office.
* The Wellbeing Leader will:
	+ Monitor poor attendance, late arrivals and early departures through COMPASS
	+ Call the parents after **10** unexplained absences
	+ If this does not resolve the unexplained absences a Student Support Group Meeting (SSG) will be organised to discuss reasons and offer support to the family as required - including SSSO personal if necessary
	+ Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a formal attendance conference being organised.
	+ If the matter is still unresolved the matter will be referred to the regional School Attendance Officer
	+ All correspondence with parents should be recorded in the students’ file in the Wellbeing Office or within Chronicle section of Compass.
* All student absences will be recorded twice daily through COMPASS which links to the  CASES database and communicates to the Department of Education.
* 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.  This data will be analysed regularly for patterns and areas to address.

**PROCEDURES FOR LATE ARRIVAL AND EARLY DEPARTURE**

Parents are required to sign students in if they arrive late to school and out if they depart early.

It is recommended that parents endeavour to make any appointments for their children out of school hours where possible.

**Evaluation:**

This policy will be reviewed annually and amended to reflect any administrative changes before ratification by School Council

**Ratified by School Council (date): September 19th 2017**

**Year for Review: 2018**

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