



ATTENDANCE POLICY & PROCEDURE

DOCUMENT CONTROL

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Approved By: Principal Governing Council	Principal: Fione Love	Governing Council Chairperson: Lea Nancarrow
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Next Review: 12 Months (/ /2018)	Policy Scope: School Specific	Date Approved: / /2017
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ATTENDANCE POLICY & PROCEDURE

Lockleys Primary School

A child who is 6 years old but not yet 17 is of compulsory school age irrespective of distance from school and is required to be enrolled at a registered government or non-government school on every day that instruction is provided unless The Minister has granted an exemption from school attendance.

Student success is dependent on consistent attendance at school reinforced and supported by parents. Successful students start the day on time.

Parents' Responsibilities

- Parents/Caregivers are responsible for getting children to and from school punctually
- Arrival time is between 8:30am to 8:50am
- Late arrivals go directly to the front office to sign in and collect a late card to take to the class teacher
- The school requires an explanation for a student's absence via a phone call, a written note, skoolbag notification, verbal notification from parent/caregiver or a medical certificate. After 3 days absence, a written explanation is required
- Lateness requires explanation by the parent or caregiver
- Parents or caregivers advise the school if an extended absence is likely and can request work for the student to do at home and/or in the case of family holidays an exemption may be sought and the appropriate exemption form completed for the Principal to sign.

Teacher Responsibilities

- Monitor children's attendance
- Any child on the school grounds before 8.30am, please send immediately to the front office
- Mark the roll at 8:50am daily
- Send any late student, without a late card, to the office immediately.
- Record absences and reasons in the roll folder. Send the daily absence folder to the front office by 9:30am each day.
- Collect the absence folder from pigeonholes and record any changes on the roll sheet.
- All lateness should be recorded including a record of time of arrival and reasons
- If a student has within 3 days of continued or prolonged absences, contact the family to verify reasons for absence and/or to offer support. Record actions taken. 5 days of no contact – refer to Attendance Officer.
- Accurately make any alterations required to the EDSAS roll e.g. explanations for absence that come in after initial recording is made
- Discuss attendance concerns with the Principal
- Absences due to illness of 10 days or more per term require a Health Care Plan or Medical Certificate
- Family Days of 10 or more per term must be addressed by the teacher

Front Office Responsibilities

- Support students who arrive late to sign in.
- Inform leadership if students consistently arrive late, too early or who have continued or multiple absences.
- Send late slips with late arrivals back to class so attendance records can be modified accurately
- Collect absence sheets at 9:30am and preferably a text or phone any parent/caregiver whose child does not have an explained reason for being absent. Record the information collected on the sheet. Place sheet back in teacher's pigeonhole by recess.
- Inform teachers about reasons for absence; unexplained absences are recorded
- Receive all class absence folders by 9:30am each day
- Receive all roll folders/books on Friday by 9:30am and record information in EDSAS.

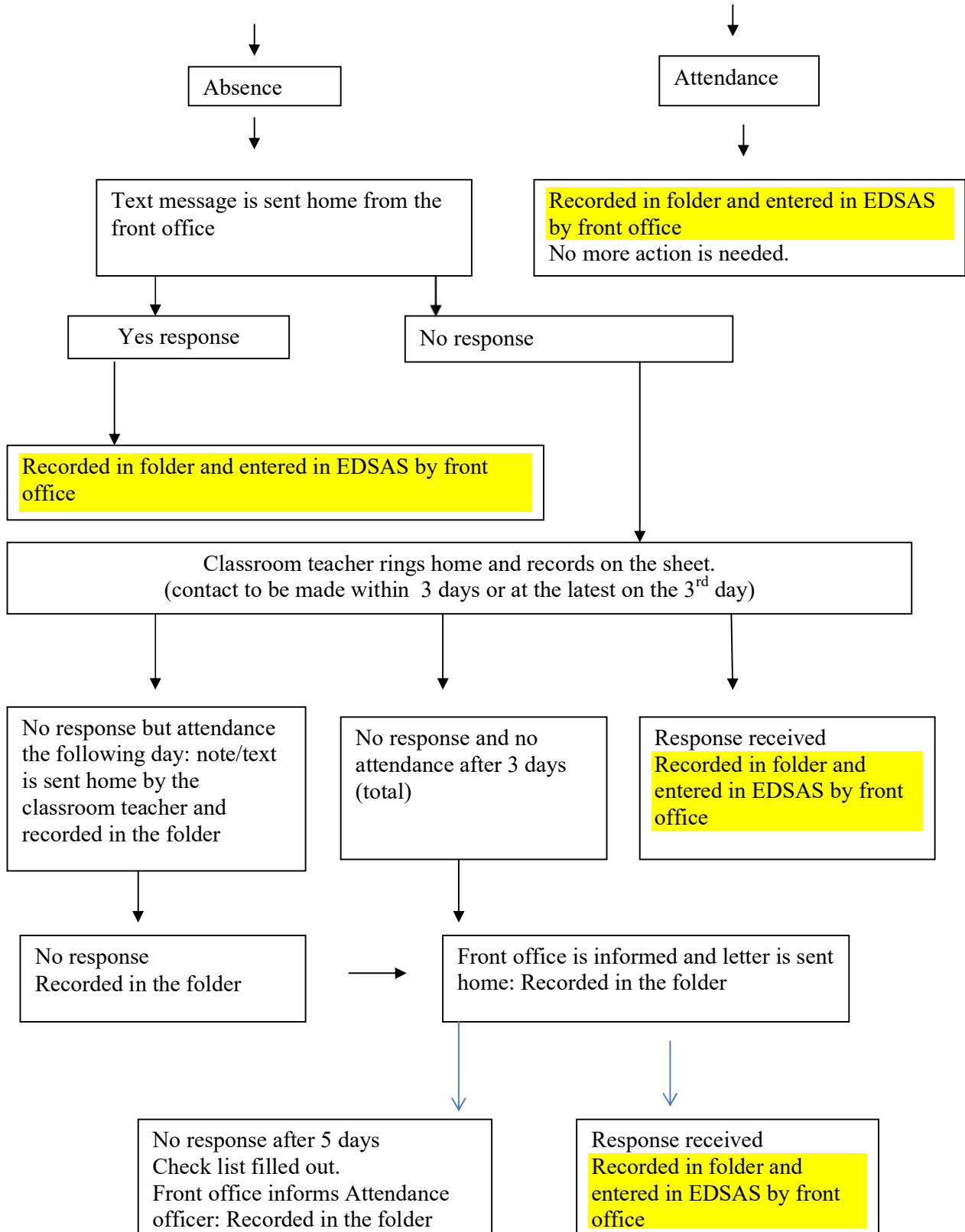
Leadership Responsibilities

- Document interventions, strategies, home visits, phone calls and keep in student files
- Provide temporary exemptions as required for periods of up to one year. Approvals to be documented on Exemption Form ED 175, signed by the Principal and kept in the student's file
- Exemptions exceeding one year or for permanent exemption are to be set out on Form ED175 and sent to the Education Director
- In consultation with class teachers refer to the attendance counsellor cases where school intervention has been unsuccessful
- Meet with Attendance Officer once per term.

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Each day Teachers record attendances/absences according to DECD requirements
Roll book folders are sent to the front office to be entered on EDSAS
Absence reasons/notifications must come from a Parent or Guardian.



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During the term

Patterned absence and lateness is monitored by the classroom teacher.

- Step one: Discussion with the parents/caregivers to establish solutions to increase attendance. Health Care Plan may be required to help with the child's Education Plan.
- Step two: Brought to the attention of the Principal to inform the attendance officer

School attendance: Principal to report to staff, once per term at staff meetings and class meetings.

- Reported to community once per term via newsletter

End of Term

- Front office to provide each teacher the final page confirming absences. Any unexplained absences require teacher follow up and recording. Signed final page to be placed in the class folder. Class folder to be returned to Front Office at the end of the term.

Illness

- 10 days or more per term is considered chronic.
- Health Care Plan should be obtained and an Education Plan should be considered
- Doctors Certificate to be presented.

Home Visits

- Inform Principal
- Take someone else
- Attendance Officer may attend.

Monitoring and Evaluation

The Attendance Policy & Procedure is to be reviewed and updated on an annual basis.

Signed and endorsed by:

Principal

Governing Council Chairperson

Date: / /