



# ARDEER SOUTH PRIMARY SCHOOL

## Attendance Policy

### PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Example School has in place to
  - support, monitor and maintain student attendance
  - record, monitor and follow up student absences.

### SCOPE

This policy applies to all students at Ardeer South Primary School.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of Ardeer South Primary School, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

### DEFINITION

*Parent* – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

### POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Ardeer South Primary School during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Ardeer South Primary School, or
- the student is registered for home schooling and has only a partial enrolment in Ardeer South Primary School for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Ardeer South Primary School believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Ardeer South Primary School parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Ardeer South Primary School about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

### Supporting and promoting attendance

Ardeer South Primary School's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by: provision of Outside School Hours Care both in the morning and afternoon.

### Recording attendance

Ardeer South Primary School must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Ardeer South Primary School's duty of care for all students

Attendance will be recorded by classroom teachers/CRT's and specialist teachers by 9:00am for the morning session and by 2:30pm for the afternoon session using Compass. CRT's will use the hard copy roll contained in class roll folders.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present with the appropriate code for that activity.

### Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Ardeer South Primary School of absences by:

- one of the following options: providing absence notification via Compass, informing the class room teacher or contacting the school office via phone, email or Compass conversation. In cases of extended absence parents should inform the class room teacher and Principal.

If a student is absent on two consecutive days and the school has not been previously notified by a parent, or the absence is otherwise unexplained, classroom teachers will contact parents by telephone.

If contact cannot be made with the parent, the teacher must document this on Compass and notify the school office. The office administration will then send a text to the family.

If the student is absent on a third consecutive day without explanation, the office will send a further text to the family. If the family makes no contact by 2pm of that day, then Emergency Contacts will be contacted.

If a student is absent for 4 days without explanation, a home visit will occur by the Leading Teacher of Student Wellbeing. (Appendix 1 - Student Absence Procedure)

Ardeer South Primary School will keep a record of the reason given for each absence. The Principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If Ardeer South Primary School considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked accordingly.

If the school determines that no reasonable excuse has been provided, the absence will be marked as'.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

### Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Ardeer South Primary School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from the relevant class room teacher and Principal.

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required.

### Referral to School Attendance Officer

If Ardeer South Primary School decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the South-Western regional office for further action.

If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the principal may make a referral to a School Attendance Officer if:

- the student has been absent from school on at least five full days in the previous 12 months where:
  - the parent has not provided a reasonable excuse for these absences; and
  - measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
  - the student has been absent for 10 consecutive school days; or
  - no alternative education destination can be found for the student.

### MORE INFORMATION AND RESOURCES

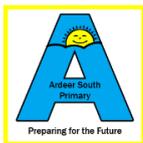
- [School Attendance Guidelines](#)
- School Policy and Advisory Guide: [Attendance](#)

### REVISION HISTORY

Attendance Policy					
Version	Date Created	Date Noted at School Council (if required)	Revisions Made	Leader of Policy	Next Policy Review
1	23/06/2020	Consultation Recommended	Creation of policy	Stuart Telford	Every 3-4 years
2	27 July 2020	Consultation Recommended	Student Absence Procedure	Stuart Telford	Every 3-4 years
3	11/08/2020	10/08/2020	Combined policy and procedure to same document	Stuart Telford	Every 3-4 years

\*This policy is written in consultation with DET Guidelines.

# Student Absence Procedure



## Day 2

### Student Absence

Teacher to ring the family. If successful, teacher to email Sandy and CC Lucy with details explaining absence (date of absence and reason). Sandy will then update Compass.

To	Cormack, Sandy-Lee S	^
Cc	Caserta, Lucy L	
Bcc		
Alex Stevenson <u>absence</u>		
Write email		

If the teacher is unable to make contact with the family, the following two steps must be completed:

- Information documented on Compass Chronicles **AND**
- Email sent to Sandy to let her know that the teacher was unable to reach the family
- Sandy to send Text 1 to the family

← Alex S [REDACTED]

ARD CHRONICLE TASKS APPROVALS REPORTS

**General Attendance Observation** ⋮

Recorded by: Thomas GATH  
Affecting: Alex S [REDACTED]

**Overview:** Rang three times today with no reply.

Recorded Jun 1 at 12:49PM  
Occurred Jun 1 at 12:50PM

## Day 3 Student Absence

Sandy to check on Compass after 9.30am to determine if student is present.

- If student not present, Sandy to send Text 2 by 11am

- If family makes no contact by 2pm, Sandy to call Emergency Contact



## Day 4 Student Absence

Sandy to notify Svetlana by 12pm if no contact has been made by the family after Emergency Contacts

were contacted.

- Svetlana to conduct a home visit

