

## **STUDENT ATTENDANCE POLICY**

### **Parents' Responsibilities**

Parents and caregivers are responsible for getting their children to and from school

- Children should arrive at school between 8.30 and 8.45am
- Children should attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg illness)
- Parents and caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter or telephone call from the parent/ caregiver or a medical certificate
- When a student is late for school, it is a requirement that parent/ caregiver explain the reason for lateness. ALL late students **MUST** sign in at the office and collect a late card
- Parents/ caregivers must let the school know if an extended absence is likely or if the teacher needs to arrange work at home for the student

### **Teacher's Responsibility**

- Monitor each child's attendance
- Record absence and reason for absence, if known, in absence folder and send to front office each day before 9.00a.m. **RECORD IN BLACK or BLUE PEN ONLY. SSO's will make alterations in RED or GREEN BIRO ONLY**
- DO NOT send students to the office before 10.00a.m. unless it's an emergency.
- EDSAS records lateness but record time of arrival if child is late
- Contact relevant senior staff member to phone home after the third day of absence if no explanation has been given. (This will be recorded in EDSAS)
- Other action: Discuss with the relevant senior staff member any issues that may be important to the problem
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work has been requested
- At the end of each term check roll data and amend/sign off as required

### **Attendance SSO's Responsibilities**

- Sign in all late arrivals and give a late card
- Keep bound record files for late arrivals, early sign outs and daily "sickness" phone calls
- The school uses a Mobile Phone Short Message System (SMS) to send text messages to parents notifying unexplained absence, this is automatically sent to parents at 10.15am each day.
- Ensure that the EDSAS roll is accurately completed
- Monitor the records of attendance/ lateness and consult with teachers e.g. do a print out once or twice a term and compare data and also approach teachers relating to issues of particular children or families

### **Senior Staff Responsibilities**

- Ring the parents/ caregivers regarding continued poor attendance
- Complete and send the letter regarding the absence of a student
- Document interventions relating to phone calls, home visits, letters on EDSAS
- Approve applications for exemptions for periods up to one calendar month. Parents/ caregivers should apply in writing. Copies of approvals or non-approvals should be kept in school files
- All applications exceeding one calendar month should be completed on Form ED175 and forwarded to the Student Attendance Counsellor
- The Principal, in consultation with the teacher, will refer students to the Attendance Counsellor on Form ED171 if the issue cannot be resolved

### **Early Arrival at School**

- Early arrival at school i.e. before yard duty commences at 8.30a.m. causes Duty of Care complications
- The school provides an OSHC facility to cater for those families who need to drop children off before 8.30 a.m.
- Those children not accessing the service are NOT PERMITTED to be in the yard unsupervised
- For this reason, students in the school grounds before 8.25 am will be directed by Senior Staff to wait outside the gates near the car park. At 8.30 they will be able to re-enter the yard

### **Early Departure**

When students leave the school before the 3.10 p.m. bell the potential exists for Duty of Care complications. For this reason the procedures for all students leaving early will involve

1. the child being collected from the Front Office area by their caregiver and signed out by that person or;
2. the caregiver collecting a student pickup card from the Administration area prior to going to the class. This card is then given to the class teacher so that they are aware that the child is permitted to leave the school with the person carrying the card.

Without this card, no child will be permitted to leave the class area.

We apologise for any inconvenience that these arrangements may cause but they are designed to keep all our students safe.