



## Attendance Policy

### PURPOSE

The purpose of this policy and procedure is to clearly outline the legislative requirements and obligations of the school and parents/care givers in respect to school attendance.

### SCOPE

This policy and procedure applies to all students who are six years and over who are enrolled at the school, and their parents/care givers.

### POLICY STATEMENT

A child who is at least six years old must legally attend school regardless of the distance from the school, or whether they have a disability or not. They must also attend school on every scheduled day of instruction, unless they have been granted an exemption by the Minister.

The primary responsibility for meeting this legal requirement rests with parents/care givers, while the responsibility for enforcing school attendance lies with the Department of Education. The Department of Education and therefore schools are legally responsible for recording and monitoring attendance, and taking appropriate action to rectify problems of non-attendance.

Yahl Primary School believes strongly that every day of school attendance matters and that attending school regularly has a positive effect on the academic and social development of all children and is fundamental to their future success.

The close monitoring of school attendance enables the school to make an early detection of students' at risk, and to implement appropriate local level intervention strategies in accordance with Department of Education policies and procedures.

Yahl Primary School is committed to working in partnership with families, students and the broader community to ensure that the best educational outcomes are achieved for all students, and believes that **student attendance is everyone's business**.

### DEFINITIONS

Not applicable.

### REFERENCES

- Department for Education Attendance Policy
- The Education Act 1972 (the Act)



## Attendance Policy

### RESPONSIBILITIES

The **Governing Council** is responsible for:

- approving the Attendance Policy and any subsequent revisions; and
- supporting the Principal and staff in the implementation of the Attendance Policy.

The **Principal** is responsible for:

- presenting the Attendance Policy and any subsequent revisions to the Yahl Primary School Governing Council for approval
- ensuring that all students, staff and parents/care givers understand the Attendance Policy
- ensuring that teachers maintain accurate attendance records in Sentral
- ensuring that interventions occur after 10 days of accumulative absence, or soon if the student has a poor attendance record
- preparing letters re the absence of students and sending to parents/care givers
- documenting interventions, strategies, home visits, phone calls and meetings relating to student attendance and including in student files
- seeking support from other agencies and support services in the design and implementation of implementation strategies
- referring attendance issues to the appropriate departmental officer when they cannot be resolved at the school level
- remaining engaged with parents/care givers throughout the referral and case management processes undertaken by departmental officers and other agencies and support services
- approving applications for temporary exemptions from school attendance applied for by parents/care givers
- providing notification to parents/care givers as to whether or not their application for a temporary exemption from school attendance has been approved on school letterhead
- storing copies of all attendance related documentation in school files, and ensuring that this documentation is made available to appropriate departmental officers as required
- analysing attendance data and making sure that it is used effectively to inform actions at the school level in consultation with the parent community; and
- reporting on school attendance data in the school's Annual Report to the School Community.



## Attendance Policy

### RESPONSIBILITIES CONT.

All **Teaching Staff** are responsible for:

- monitoring each student's attendance
- entering student absences and late arrivals into EDSAS on a daily basis
- contacting parents/care givers on the third day of a student's absence and documenting their response in student files
- documenting any strategies/interventions and including in student files
- contacting the Principal if they have not been able to make contact with parents/care givers, or if they are not satisfied with responses given to explain absences
- participating in referral and support processes organised by the school with relevant departmental officers and other support agencies and services as required
- participating in discussions relating to attendance and implementing intervention strategies as identified; and
- developing programs of work for students who are unable to attend school for acceptable reasons, and for whom work is requested.

All **Student Support Officers** are responsible for:

- ensuring that the details of students arriving late are appropriately recorded in the school's Late Arrival Book.

All **Parents/Care Givers** are responsible for:

- ensuring that their children attend school punctually and regularly on all scheduled days of instruction, unless there is a valid reason for non-attendance
- providing the school with any information that may impact on their child's attendance at school e.g. medical conditions, developmental milestones and family issues
- providing the school with an appropriate explanation for ANY non-attendance at school by their child. This may occur via a letter, diary note, telephone call/message, email and medical certificates
- applying to the Principal in writing when seeking approval for their child to be absent from school for an extended period of time
- ensuring that any programs of work designed for their child to complete during extended periods of absence are completed
- cooperating fully with the school on intervention strategies designed to improve their child's school attendance; and
- participate in consultation processes designed to improve school attendance.



## Attendance Policy

### RESPONSIBILITIES CONT.

All **Students** are responsible for:

- attending school on all scheduled days of instruction
- being punctual in arriving at school and for all associated lessons and activities; and
- behaving appropriately in all learning activities.

### STATUS AND DETAILS

Reference Code:	YPS-POLP:7-V1.2
Version No:	V1.2
Status:	Current
Commencement Date:	September 19, 2018
Review Date:	September 2020
Authorising Authority:	Yahl Primary School Governing Council
Authorisation Date:	September 18, 2018
Accountable Officer:	Mrs Christine Morrison