



Elizabeth South Primary School Policy

Attendance Policy

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| Publication date | 27/10/2021 (Based on existing policy) |
| Review date | 27/10/2026 |
| Related legislation/applicable section of legislation | Education Act 1972 Education Regulations 2012 Compulsory Education Legislation Children's Protection Act 1993 |
| Related policies, procedures, guidelines, standards, frameworks | Policy Attendance requirements for schools |
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| Status | Approved |
| Governing Council Ratification | 27/10/2021 |

Please note this policy is mandatory and staff, students and parents are required to adhere to the content.

RATIONALE

At Elizabeth South Primary School we are committed to educational excellence. We work in partnership with families to provide children with learning opportunities that will provide a solid foundation for their future. Research shows that success in learning is directly proportional to regular attendance and participation in education programs. The Elizabeth South Primary School Attendance Policy places priority on the early identification of non-attendance and irregular attendance, and outlines practices to support regular attendance of students in our school community.

LEGALITIES

All children between the ages of 6 and 16 are required by law to attend school full time and children between 16 and 17 must participate in a full-time approved learning program (Education Act, 1972). If a child is 5 and enrolls to attend school, then they must attend full time, as any other student. If a student is going to be absent from school for an extended period of time, the parent/caregiver must inform the school immediately. If a child has been ill and has seen a doctor, a certificate from the doctor will assist in accounting for the absence.

Classroom teachers are responsible for keeping an accurate and up to date electronic roll book. Roll books are legal documents and must be an accurate reflection of a student's attendance. All messages, notes and slips given to a classroom teacher to account for absences must be kept with the roll book and not destroyed.

RESPONSIBILITIES

FAMILIES

Parents/Caregivers must enrol their child in an education program from 6 years (the age of compulsion). Once a child is enrolled, even if it is prior to their sixth birthday, they are expected to attend school regularly. The primary responsibility of a student's attendance rests with the parent/caregiver. Having positive parenting in relation to schooling helps children to appreciate the importance of education and learning. Good habits such as structure and routine in the mornings assist children in getting used to getting up and ready for school.

When Parents/Caregivers enrol their child at school they accept the responsibility to:

- Provide information that may assist in planning for the child's learning; for example, medical conditions, family matters, developmental milestones.
- Enable their child to attend punctually and regularly. At Elizabeth South Primary School children are expected to arrive at school no earlier than 8:30am and no later than 8:50am.
- Provide an explanation to the school whenever their child is absent via a phone call, message, note, personal contact or a medical certificate. After three days a written explanation or verbal explanation is required.
- Apply for an exemption whenever there is a planned absence such as a family holiday.
- Let the school know if an extended absence is likely and negotiate with the class teacher if work is required.
- When a child is late for school it is appropriate that the parent/caregiver explains the reason for the lateness to the front office.
- Work with the school on intervention strategies to improve punctuality and attendance if required.

STUDENTS

Students enrolled in school have responsibility for their attendance. The level of responsibility will be determined by the individual circumstances of the child.

Children are expected to:

- Attend school regularly
- Be punctual
- Go straight to class if arriving after the 8:50am bell
- Engage appropriately in all education programs

TEACHERS

Staff are responsible for supporting the agreed attendance improvement processes for the site and will:

- Provide a relevant and dynamic learning program that seeks to engage all children and offers opportunity for success, thus encouraging regular attendance.
- Record attendances/absences according to DECD requirements.
- After 3 consecutive days of unexplained absence attempt to contact the parent/carer at least 3 times if communication from the family has not been received.
- Document any strategies/interventions to improve attendance on Sentral as a note.
- Advise the Student Wellbeing Leader of concerns about frequent or prolonged absences, late to school regularly and dismissed early too often.
- Work with the Student Wellbeing Leader and families to develop a Student Attendance Improvement Plan if needed.
- Co-ordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.
- Make Mandatory Notifications as appropriate.

Student Wellbeing Leader

The Student Wellbeing Leader are responsible for developing and supporting the site attendance improvement processes. The Student Wellbeing Leader will:

- Ensure that absence data is processed according to DECD guidelines.
- Ensure that the appropriate follow up has been completed before attempting to contact parents/caregivers.
- Document interventions, strategies, home visits, phone calls and record information on Sentral as a note.
- Work with teachers and families to develop a Student Attendance Improvement Plan.
- Work with teachers and families to determine underlying causes of frequent absenteeism.
- Refer to Social Work Duty Line to refer students if there is no attendance improvement and follow through with any suggested actions.
- Review referred cases and liaise with other agencies and DECD Support Services. This sometimes results in Student Attendance Plans being developed.
- Work with other agencies e.g. Centacare, ICAN, FSA to work with supporting families to get their children to school.
- Liaises with stakeholders about code clarifications and other anomalies
- Student Wellbeing Leader keeps Principal informed of any major issues relating to attendance.



ATTENDANCE FLOW CHART

ROLL BOOKS FILLED OUT ON COMPUTER IN CLASSROOM AND UPLOADED TO SENTRAL



ATTENDANCE DATA IMPORTED INTO EDSAS



Any unexplained absence requires a phone call or message home to parents, asking for an explanation.
Teachers record actions taken.



Reason for absence provided.

No reason provided.



Teacher records reason on Sentral along with a copy of the note explaining the absence.

Remains 'unexplained'.



EDSAS updated to reflect the reason.

Three or more 'unexplained' absences classroom teacher will phone family and this action is recorded in EDSAS.



No response or explanation given and 10 unexplained absences in a term OR concerning patterns of absences the teacher needs to alert the Student Wellbeing Leader. SWL will follow up with the family and the Social Work Duty Line.