

ATTENDANCE

RATIONALE

Student success is determined by good attendance at school. Students need to attend school regularly in order to participate fully and gain maximum benefit from their schooling.

Monitoring of student attendance enables identification of students at risk and the early implementation of intervention strategies.

We acknowledge our obligation to monitor the legal requirement for all primary school aged students to attend school.

PURPOSE

To:

- Maximise the attendance of all students
- Support families in achieving regular attendance for their children
- Provide organisational structures which support the early detection and identification of causes of student non- attendance
- Support staff in monitoring and following up all absences
- Ensure the efficiency and accuracy of data collection for school, legal and audit requirements

GUIDING PRINCIPLES

1. Attendance depends on active cooperation between the school, parent/carers and the student.
2. The primary responsibility for meeting the legal requirement for student attendance rests with the parent/ carer.
3. The school has the responsibility to record and monitor attendance and take appropriate action to rectify problems of non- attendance.
4. Students should
 - a) Attend and be punctual for all timetabled classes
 - b) Provide a medical certificate/written note to home group teacher on return to school
 - c) Sign in at office and provide explanation if late for school
 - d) Discuss with teachers procedures for catching up on any work missed through lateness or absence
5. Parents should
 - a) Ensure that the student attends and is punctual each school day
 - b) Notify the school if a student is absent for any part of the day
 - c) Provide written explanation to the school for each student absence
 - d) Contact the home group teacher or Assistant Principal/Wellbeing Leader for assistance if a student is resistant to attending school
6. Teachers must
 - a) Accurately and consistently mark and maintain class attendance roll
 - b) Follow up consistent lateness
 - c) Monitor students and seek support from area coordinators or Assistant Principal/Wellbeing Leader with concerns

- d) Notify the CASES 21 operator in advance of students attending excursions and camps.
- 7. CASES 21 Operator must
 - a) Generate and maintain class rolls
 - b) Accurately input daily absences and absence information on CASES 21
 - c) Produce a daily list of absences
 - d) Facilitate the tracking of student lateness
 - e) Provide CASES 21 reports to homeroom teachers, Year Level coordinators and Heads of Sub Schools on request
- 8. Assistant Principal/Wellbeing Leader should
 - a) Monitor and support teachers, students and parents to implement attendance procedures and policy.
 - b) Ensure that very clear attendance expectations are evident to students and parents
 - c) Identify and follow up student absences
 - d) Regularly monitor percentage student attendance rates
 - e) Support the progress of students at risk through liaison with teachers
- 9. Principal should
 - a) Encourage the development of policies and culture which encourage student engagement and attendance.
 - b) Ensure that attendance policy and practises are implemented and reviewed on a regular basis

This policy should be read in conjunction with DEECD document 'Attendance Student Wellbeing' which can be found at:

<http://www.education.vic.gov.au/healthwellbeing/wellbeing/attendance>

REVIEW

This policy is to be reviewed in 2014