



ECHUNGA PRIMARY SCHOOL

ATTENDANCE POLICY

Rationale

Review date: May 2020

At Echunga Primary School we are committed to educational excellence. We work in partnership with families to provide children with learning opportunities that will maximise the benefits from their schooling and enhance their future. Research shows that success in learning is directly proportional to regular attendance and participation in education programs. Students cannot achieve maximum benefit from schooling if they do not attend school or if they miss significant 'chunks' of a day (ie. arriving late or leaving early).

Students who miss 10 days a term, will have lost over 1 year of learning by the time they leave primary school. Similarly, students who arrive 15 minutes late or leave 15 minutes early each day, miss the equivalent of a week's learning time in a year.

We understand that, from time to time, students will be unable to attend school, or may have to arrive late or leave early, for various reasons and it is important that that is communicated to the school.

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, just like 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 parents should contact the school to let them know. If they are ill for 3 days or more a certificate from the doctor will assist in accounting for the absence.

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

RESPONSIBILITIES

Parent /caregivers

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 school 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.

Parents'/caregivers' responsibilities:

- Provide information that may assist in planning for the child's learning; for example medical conditions, family issues, developmental milestones
- Ensure their children attend school unless they are ill or need to be absent for family reasons. At Echunga Primary School children are expected to arrive at school no earlier than 8:30am and no later than 8:55am
- Contact the school if their child is absent for any reason. This can be by email, phone call, personal contact or the skoolbag app. After three days a written explanation is required.
- Apply for an exemption whenever there is a planned absence such as a family holiday
- Sign children in/out at the front office if they arrive late or leave early

- Work with the school on intervention strategies to improve punctuality and attendance if required

Students

Students are also responsible for their attendance at school. The level of this responsibility will be determined by the individual context of the student.

Students' responsibilities:

- Attend school regularly
- Be at school on time
- Talk with their parents or a trusted school adult if they feel unsafe or unhappy at school
- Engage in the learning in the classroom

Teachers' responsibilities:

- Provide a relevant and dynamic learning program that seeks to engage all children and offers opportunity for success, thus encouraging regular attendance
- Create an environment at school where students feel safe and bullying is not tolerated
- Record attendances/absences/late arrivals according to Department for Education requirements, including reason if communicated by parent/caregiver
- Work closely with parents and endeavour to keep lines of communication open
- Work to address any issues that may be contributing to non-attendance (anxiety, student relationship issues).
- Document any strategies/interventions to improve attendance and include these in the child's file
- Co-ordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested

Leadership/Admin responsibilities:

- Ensure that absence data is processed according to Department for Education guidelines
- Contact families by phone and/or email each day a student is absent. Document interventions, strategies, home visits, phone calls and include them in the child's file
- Work with teachers and families to develop an individual Student Attendance Improvement Plan
- Work with teachers and families to determine underlying causes of frequent absenteeism and/or late arrival
- Make a referral to the Regional Student Attendance & Engagement Counsellor when absence is repeatedly unexplained and ongoing, and is therefore significantly impacting on student learning.

ATTENDANCE FLOW CHART

ROLL BOOKS FILLED OUT IN CLASSROOM



TEACHER RECORDS ABSENCE IN ROLL BOOK ALONG WITH REASON
IF KNOWN, USING CODES PROVIDED



ATTENDANCE DATA ENTERED INTO EDSAS



UNEXPLAINED ABSENCES – PARENT PHONED AND/OR EMAILED



REASON PROVIDED

NO REASON PROVIDED



EDSAS UPDATED

REMAINS UNEXPLAINED



3 UNEXPLAINED ADMIN PHONE
FAMILY & RECORD IN EDSAS