

## Attendance Policy

**Our school Vision: Building Empowered Learners for Life**  
**Our 3 Universals: We Aim High - We are Responsible - We are Resilient**

At Christies Beach Primary School we believe that schools should provide a safe, success orientated and caring environment. We believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling. Regular attendance enables children to access a full education, enabling them to reach their full potential. School staff should set an example for students, encouraging and emphasising attendance and punctuality.

Our aim is to ensure all students can access equitable educational outcomes. Monitoring of school attendance enables identification of students at risk and the early implementation of intervention strategies. We believe the early detection and assessment of the causes of school non-attendance and the provision of organisational structures, which are responsive to the needs of students, is vital.

All members of the school community are expected to meet the requirements of attendance and work to the best of their ability and skill as consistently as possible. **Student attendance is everyone's business.**

### Legal Requirements

A child who is at least six years old but not yet sixteen is of compulsory school age (from 01/01/03) irrespective of distance from the school or whether the student has a disability or not. These students are required to be enrolled at a registered or non-government school and must attend the school on every day that instruction is provided at the school for the child, unless the Minister has granted an exemption from school attendance. The primary responsibility for meeting this legal requirement rests with the parent/guardian. The responsibility for enforcing school attendance is with the Department for Education. **The Department/School has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.**

### Responsibilities

#### Family's responsibilities

- Parents/caregivers are responsible for getting their children to and from school.
- Children are expected to arrive at school between 8.00 and 8.50am. Staff are on duty in the yard at 8.30am which is signaled by a bell. Before this, students need to attend either breakfast club or reading club.
- Children should attend school each day. Unless the school receives a valid reason by a **parent/carer** for being absent (e.g. illness or appointment) it will be marked as reason unknown.
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises of a letter or telephone/message call from a parent/caregiver or a medical certificate after three days, or a written explanation.

- When a student is late for school, it is appropriate that the parent/caregiver explains the reason for lateness. A late pass will be printed at the front office that has the time of arrival and date on it. This is then given to the class teacher who will check that Day Map has been altered. Chronic latecomers will be followed up by the class teacher and/or Student Engagement and Wellbeing Leader.
- Parents/caregivers must let the school know if an extended absence is likely or if the school needs to arrange work at home for students. An exemption form must be sought from the front office if a student is going on extended leave.
- When a student is absent due to reported illness for ten or more days in any term, parents/caregivers will be asked to provide a health care plan from a doctor. This will allow the school to provide appropriate health support to enable improved attendance.

### **Teachers' responsibilities**

- Monitor each student's attendance. Follow up any unexplained absences via phone call, note home or meeting etc. and record and date any actions taken. It is a Department for Education requirement that all written explanations, replies to absentee notes, medical certificates and other documentation are to be kept at the school for a period of one year.
- Record absences and reasons for absences daily on EMS by 9:15am every day. Accurately make alterations to the class roll when necessary.
- The school will contact home on third day of unexplained absence. Teachers will notify line manager re concerns.
- Other action: Discuss with leadership team or other concerned groups.
- Coordinate the collection of activities for students who are unable to attend school for appropriate reasons, when families request work within a reasonable time frame.

### **Leadership and Front Office Responsibilities**

- Ensure that the EMS roll is accurately completed.
- The Wellbeing Leader will support admin to maintain up to date attendance records, calling families when there are unexplained absences. This is done as required. Families will have the opportunity to provide reasons for any absences that are unexplained to that point in time.
- The Wellbeing Leader will document interventions, strategies, home visits, phone calls and include in the student's file.
- The Wellbeing Leader will refer to an Attendance Officer if attendance issues are not resolved.
- Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one calendar month. Parents/caregivers should apply in writing and principals should also advise approvals and non-approvals on school letterhead. Copies of such advices are to be retained in school files, together with applications, and are to be made available to appropriate department officers as required. All applicants for temporary exemptions exceeding one calendar month, and for permanent exemptions, are to be set out on Form ED175 and forwarded to the Front Office staff member. A copy of this form is passed on to the class teacher. The original is kept in the Front Office and filed in the student's file once the student returns to school.

- The importance of regular attendance is highlighted at enrolment and preschool-to-school transition meetings.
- Attendance concerns are raised at Site Review Team meetings. These are held once a term. Concerns will be also addressed with parents and caregivers via a letter outlining low percentage attendance.

### **Targets**

- The school's targets for attendance align with the Department for Education targets each year and are included in our Site Learning Plan.
- The school continues to target unexplained absences.