



# Hewett Primary School

## Attendance Policy and Procedures

### BELIEF STATEMENT

We believe schools should provide a safe, success-orientated and caring environment. We believe that students need to attend school regularly in order to participate fully, gain maximum benefit from their schooling and reach their potential.

Our aim is to ensure all children can access equitable educational outcomes. We monitor school attendance in order to identify students at risk. We believe that the early detection and assessment of the causes of school non-attendance and the provision of organisational structures to support improved attendance are vital.

### COMPULSION AND ATTENDANCE

A child, who is at least six years old, but not yet seventeen, is of compulsory school age, irrespective of distance from the school, and is required to be enrolled at a registered government or non-government school. That child must attend the school on every day instruction is provided at the school for the child, unless the minister has granted an exemption from school attendance. Children under six years of age and not under compulsion are required to attend school for the entire day school is open for instruction once enrolled.

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 therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance. 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.***

### RESPONSIBILITIES

#### Parents' responsibilities

- Parents/caregivers are responsible for getting their children to and from school.
- Children must arrive between 8.30 and 8.55 am.
- When a student is late for school they must report to the front office and register their arrival.
- The parent/caregiver must provide an explanation for a student's late arrival either verbally or in writing.
- Parents wishing to collect students for an early departure must also report to the front office with an explanation and sign their children out. Should they return the children to school after some time out, e.g. a dentist visit, the students must be signed back in to the school at the front office.
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent.
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. This can be done via phone call to be recorded by the front office staff, verbally to the teacher who will record the explanation, by student diary note or by letter.
- Parents/caregivers must let the school know if an extended absence is likely from school and for what reason.
- Parents/caregivers must apply to the Principal for exemption from school for an absence of between 5 days and 1 month, that is not due to illness, and to the Department via the school if required for more than a month.



## Teacher's responsibilities

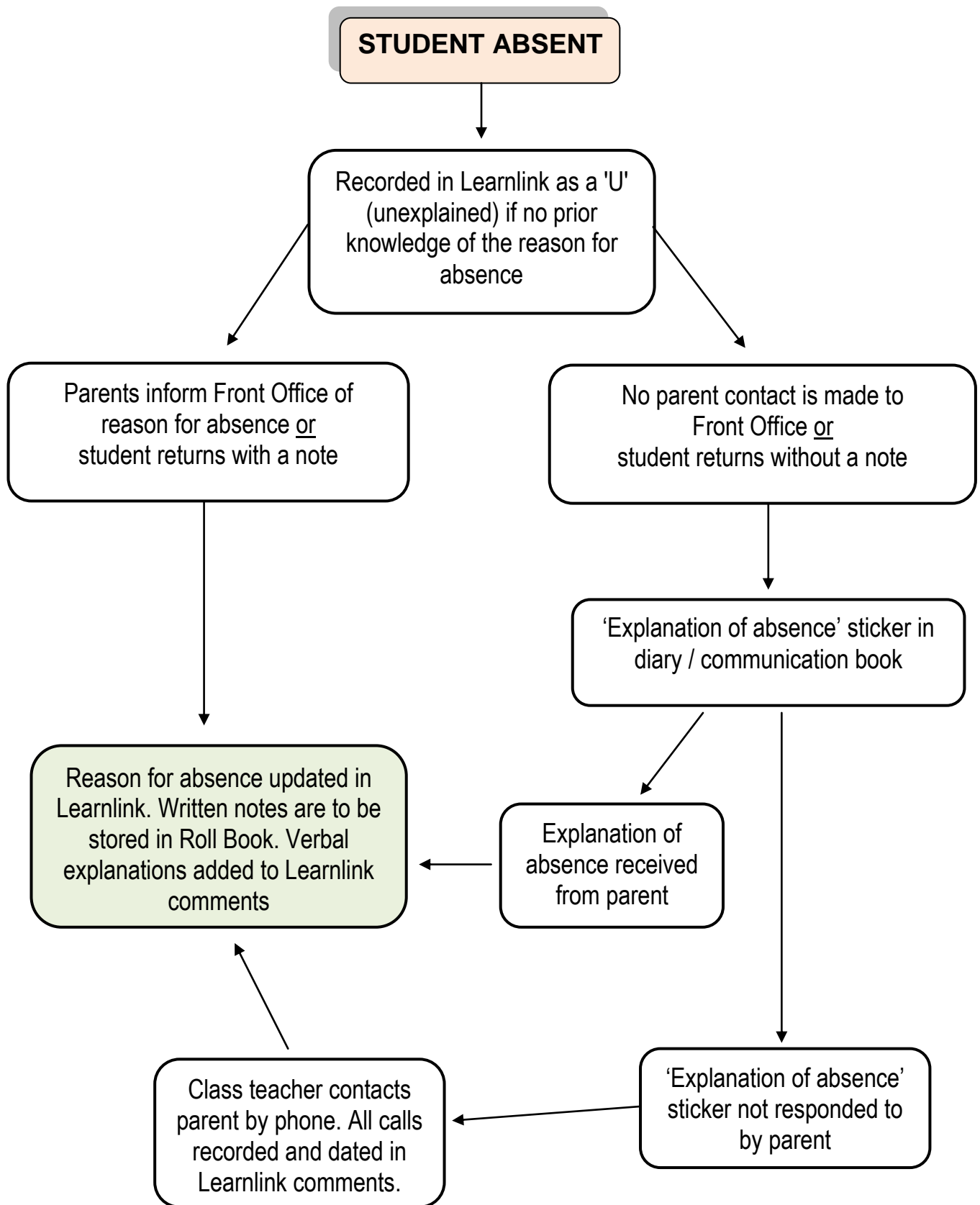
- Teachers will monitor each child's attendance.
- Teachers will record absences and the reason for absence in Learnlink.
- Teachers will record students who are absent without explanation as a 'U' until they receive an appropriate explanation from the parent/ caregiver.
- Written explanations for absences will be kept with the Roll Book and archived. This written explanation may come from the front office, from home or be created by the teacher on receiving a verbal explanation or diary note.
- When a student returns to school and there is no appropriate explanation given, the teacher shall place an '*explanation of absence*' sticker in the child's diary / communication book. If no response is received class teachers will follow-up with a phone call home.
- When a student is absent for the third consecutive day and there has been no explanation from home the teacher shall make a phone call home seeking an explanation.
- Should the absence continue without explanation leadership is to be notified with consultation to occur regarding further follow-up.
- If contact is unable to be achieved absences are to remain entered as 'U'. All attempts at contact to be recorded in the comments section in Learnlink.
- If absence is deemed as long-term the teacher shall alert school leadership to follow-up with appropriate actions e.g. exemption.

## Leadership responsibilities

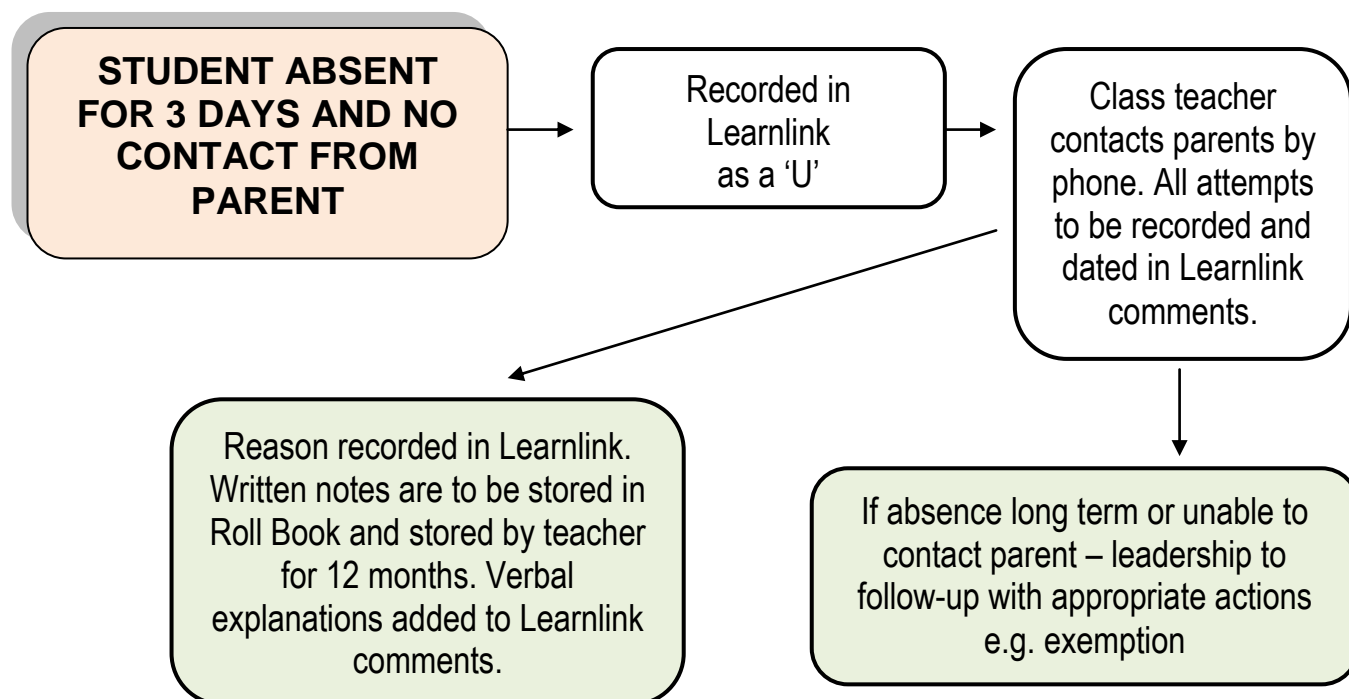
- Monitor overall attendance within the school.
- Ensure that the EDSAS roll is accurately completed.
- Contact parents, where explanations for absences are not forthcoming, by letter or phone call.
- Provide information in the newsletter and school information packages relating to attendance.
- Ensure that new parents receive a copy of the school attendance brochure.
- Review student attendance at the end of each term, analyse individual cases and arrange follow-up as appropriate e.g. letter and attendance brochure, phone call and / or meeting, to the parents/caregivers of all students in regard to Habitual and Chronic Non-attendance.
  - Habitual Non-Attendance is where a student has 5 or more absences per term (average of 1 day per fortnight).
  - Chronic Non-Attendance is where a student is absent for 10 days or more per term (average of 1 day per week).
- Review the reasons for absence of students who record family or social explanations frequently and discuss this with the parents if those reasons seem unacceptable.
- To refer any student who is absent for more than 10 unexplained days to the attendance officer, immediately they reach that mark.
- Approve temporary exemptions from school for students up to one calendar month and send applications for longer-term exemptions to the district office.
- Keep documentation of all attendance and actions taken when issues around attendance arise.



## ABSENCE OF UP TO THREE DAYS



## ABSENCE OF MORE THAN THREE DAYS



## PROCESSES FOR SIGNIFICANT NUMBER OF ABSENCES

