

ATTENDANCE POLICY

RATIONALE

At Taparra Primary School we work in partnership with families, students and staff to maximise and develop the learning potential of all students through attendance and engagement within the school. Full time attendance at school is compulsory for all students aged between 6 and 17 years of age. Attendance data is regularly monitored and updated for legal purposes, student welfare and achievement purposes. Parents/carers are key partners in supporting their child's education and have the legal responsibility to ensure that their child attends school and arrives on time.

ROLES & RESPONSIBILITIES

Teacher

- Record absenteeism and lateness using the correct Department for Education codes through the Education Management System (EMS) by 9:30am.
- Students who arrive after 8:50am are to be marked as absent and must enter the school grounds via the Front Office and collect a purple late pass. Front office will change their code from absent to late arrival.
- If parent has directly contacted teacher through Class Dojo and SeeSaw, teacher will record reasons for absence/lateness on EMS.
- Follow up unexplained absences with parent/caregiver every 5 weeks as well as at the end of term.
- Discuss with leadership any concerns regarding a high percentage of absenteeism and refer to STAR (students at risk) team.
- Establish expectations and routines that encourage regular attendance and punctuality.

Leadership

- Follow up unexplained absences with a parent or caregiver and make home visits if unable to contact families or ongoing unexplained absences.
- Regular communication with classroom teacher regarding attendance.
- Monitor trends of absences and lateness.
- Support parents/caregivers and students to address any barriers regarding absences and lateness.
- Document strategies, home visits and phone calls on EMS.
- Follow the Department's protocol for chronic non-attenders and engage with Social Worker Truancy support services where appropriate.
- Acknowledge 90-100% attendance at each assembly.

Admin

- Record, monitor and keep records of student attendance.
- Enter late arrivals, early departures and student absences on EMS daily.
- Ensure that the EMS roll is accurately completed each day.
- Send text messages daily to parents/caregivers of students who are absent from school.

Students

- Attend school from 8:50am to 3:00pm.
- Enter through the Front Office and collect a purple late pass if arriving after the bell.
- Exit through the Front Office if being collected before 3:00pm.

ATTENDANCE POLICY

Parents/Caregivers

- Understand their legal responsibility to ensure their child attends school regularly.
- Ensure their child arrives at school by 8:50 am and leaves at 3:00pm.
- Notify the school and explain their child's absences or lateness via phone, text message, written note or in person to the Front Office or classroom teacher.
- Notify the school of any ongoing barriers to student attendance.
- Provide a medical certificate if a student is absent due to illness for 3 or more consecutive days.
- Sign students in and out via the Front Office if arriving late or leaving early.
- Discuss with the Principal applications for exemptions if longer absences are required.

Chronic Non-Attendance

Chronic non-attendance is deemed as 10 days or more per term for any reason. Where there has been 3 days of unexplained absences or sporadic attendance, the Wellbeing Leader will follow a response to absenteeism.

Response to absenteeism

