



# MANOORA PRIMARY SCHOOL

*Learning Caring Sharing for All*

## Attendance Policy and Procedures

### Context / Belief Statement

At Manoora Primary School 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 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 children 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 -**

### General

A child who is between the ages of 6 and 16 years is of compulsory school age, 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 government or non-government school and must attend the school on every day instruction is provided unless the Minister has granted an exemption from school attendance (Children under six years of age and not under compulsion, once enrolled are required to attend school for the entire day school is open for instruction).

The primary responsibility for meeting this legal requirement rests with the parent/guardian. The responsibility for enforcing school attendance is with the Department of Education and Children's Services (DECD). The department therefore has legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.



## **Responsibilities**

### **Parent's/Student's responsibilities**

Parent/caregivers are responsible for getting their children to and from school.

- Children must arrive at school between 8.30 and 8.50am.
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg Illness)
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter or telephone call from a parent/caregiver or a medical certificate.
- When a student is late for school, it is a requirement that the parent/caregiver explains the reason for lateness.
- Parents/caregivers must contact the school if an extended absence is likely and the appropriate form completed(ED175) which is to be approved by the Principal, or if the teacher needs to arrange work at home for the student.

### **Teachers' responsibilities**

- Monitor each child's attendance
- Ensure that the EDSAS roll is accurately completed at the end of each week
- Record absence and reason and any additional information (eg Chickenpox) in roll book and send to front office by 9.30am each Friday. EDSAS/DUX lateness records do include reason and time.
- After third consecutive absence, contact home by phone. Record in roll book
- After three unexplained absences contact parents and inform leadership if necessary via attendance follow up form. Record in roll book.
- After concern regarding frequent absences, inform Leadership via attendance follow up form, include summary of actions undertaken. Record in roll book.

### **SSO responsibilities**

- Record student absences each Friday am on EDSAS
- Raise concerns relating to attendance criteria and notify teacher via attendance follow up form.
- Generate week 5 checking report for teachers and leadership and make any necessary alterations.
- Generate at end of term legal report to be checked and signed by staff.

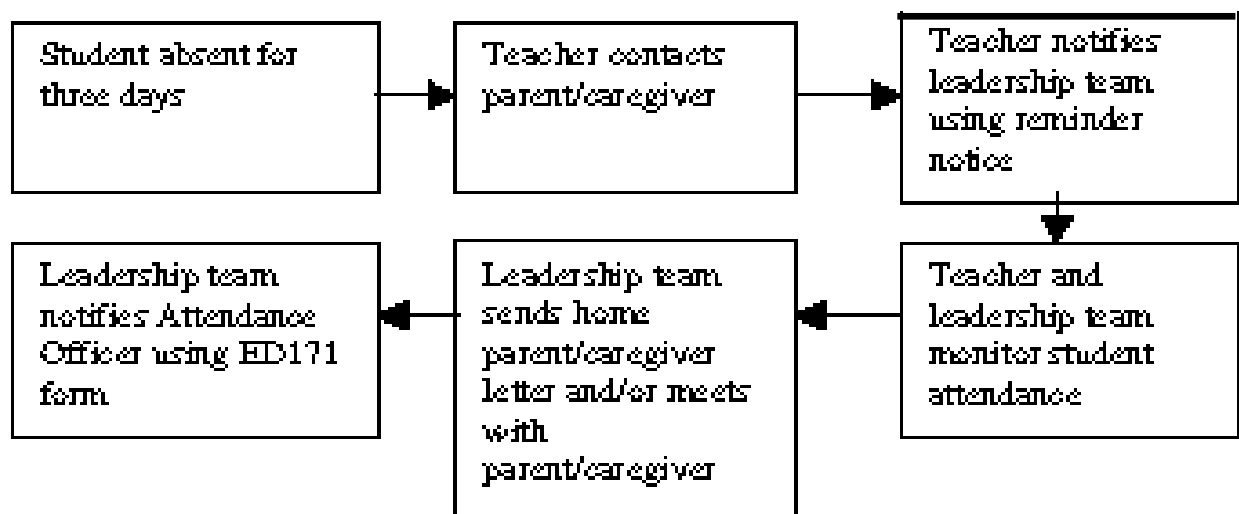
### **Leadership responsibilities**

- Ensure that the EDSAS roll is accurately completed at the end of each term.
- Consult with the teacher regarding issue and if necessary complete and send home Absence Letter 1 regarding the absence of a student
- Document interventions, strategies, home visits, phone calls and include in student's attendance file.



- In consultation with teacher, refer to an Attendance Counsellor on an ED171 if attendance issues are not resolved or if 10 unexplained absences occur in a term.
- Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one calendar year. Parents/caregivers should contact the principal and complete the appropriate form (ED175), the principal will advise of approvals and non-approvals. Copies of the form are to be retained in school files, and are to be made available to appropriate department officers as required.
- All applications for temporary exemptions exceeding 12 calendar months, and for permanent exemptions, are to be set out on Form ED175 and forwarded to the Student Attendance Counsellor.

### Flow Chart





## 2016 Term 2 Attendance Report

Student Name: \_\_\_\_\_ Year level: Reception

Attendance at school is recognised as an important indicator of student wellbeing and engagement. Students need to attend regularly to enable them to participate fully and gain the maximum benefit from schooling.

In our Site Improvement Plan we have set ourselves a target of 95% attendance by the end of 2015. We understand that sometimes students are absent due to sickness or family reasons and these absences would be discussed with your child's teacher and the school. However, if your child is missing many school days it will affect their learning outcomes. This Attendance Report indicates the total number of days your child has attended this term.

The total number of School Days in Term was \_\_\_\_\_ days

### Attendance Percentage

#### YOUR CHILD'S ATTENDANCE IS 98% or ABOVE

Your child has attended \_\_\_\_\_ days this term.

- Your child has excellent attendance.
- They have had every opportunity to engage in their learning.
- They will most likely achieve the best grade for their ability.
- They have a real opportunity to develop and maintain strong friendships.
- They are developing a good work ethic.

#### YOUR CHILD'S ATTENDANCE IS BETWEEN 95% - 97%

Your child has attended \_\_\_\_\_ days this term.

- Your child has good attendance.
- They are likely to achieve grades that will give them real opportunities to continue their studies.
- They have a real opportunity to develop and maintain strong friendships.

#### YOUR CHILD'S ATTENDANCE IS BETWEEN 90% - 94%

Your child has attended \_\_\_\_\_ days this term.

- Your child has missed a number of days this term.
- This means it will be difficult for them to achieve their best.
- A child missing this many school days a term will miss up to 1 year of schooling between reception and Year 10.

#### YOUR CHILD'S ATTENDANCE IS BETWEEN 80% - 90%

Your child has attended \_\_\_\_\_ days this term.

- Your child has missed many days this term.
- It will be very difficult to keep up with work.
- They may have trouble keeping in touch with their friends.
- A child missing this many school days a term will miss up to 2 years of schooling between reception and Year 10.

#### YOUR CHILD'S ATTENDANCE IS BELOW 80%

Your child has attended \_\_\_\_\_ days this term.

- Your child has missed a high number of days this term.
- It will be almost impossible to keep up with work or keep in touch with their friends



- A child missing this many school days a term will miss up to 3 years of schooling between reception and Year 10.

### **Your child's percentage of attendance for Term**

**If your child's percentage is 80% or below we would like to meet with you to create an Attendance Plan to support you and your child improve their attendance. If we haven't already done so, we will contact you soon.**

*Current: Term 3 201*

