

## **STUDENT ATTENDANCE POLICY**

### **1. RATIONALE**

Regular school attendance enables students to maximise their full educational potential and to actively participate and engage in their learning. It is important that children develop habits of regular attendance at an early age. Students who are regularly absent from school are at risk of missing out on fundamental aspects of their educational and social development.

### **2. PURPOSE**

- 2.1 To articulate high expectations to all members of the school community.
- 2.2 To adopt consistent, rigorous procedures to accurately monitor and record student absence.
- 2.3 To follow up on student absences promptly and consistently.
- 2.4 To provide early identification of and supportive intervention for students at risk of non-attendance.
- 2.5 To increase the overall level of attendance.
- 2.4 To inform parents and students of the policy and processes concerning daily attendance.
- 2.5 To develop strategies to address student absence and lateness.
- 2.6 To meet the requirements of:
  - Department of Education and Early Childhood Development - *Effective Schools are Engaging Schools, Student Engagement Policy Guidelines*
  - *The Education and Training Reform Act 2006*

### **3. GUIDELINES**

- 3.1 Class teachers will maintain an accurate record of attendance, with attendances, lateness, early leavers and absences recorded on a half-daily basis through eCASES.
- 3.2 Parents will be required to notify the school of their child's absence as soon as possible on the first absence day.
- 3.3 Absences will require an explanation from a parent/guardian, either written or verbal. Any verbal notifications made by parents/guardians will be recorded in written form by the recipient and placed with other absence notes.
- 3.4 The Wellbeing Leading Teacher will be responsible to ensure there has been follow up of unexplained absences in conjunction with the classroom teacher.
- 3.5 Contact with the parent/guardian of the student will be made initially by telephone or, in the event of unsuccessful contact; a school absent note template will be forwarded by mail and emergency contacts will be contacted.
- 3.6 Late Arrivals and Early Leavers will do so through the school office where they will be issued with a pass and their time of attendance/departure will be recorded at the school office.
- 3.7 Where a student is enrolled in a second education setting (dual attendance) the details of days attending will be kept at the school office and records of attendance on days of enrolment will follow the same process set out for students enrolled full time at Kilberry Valley Primary School.
- 3.8 Grade 6 Students with more than 20% unapproved absences will not be invited to participate in the Grade 6 Graduation Ceremony or excursion.

#### **4. EVALUATION:**

This policy is to reviewed as part of the school's three year review cycle

#### **STRATEGIES FOR EFFECTIVE IMPLEMENTATION**

1. Rolls to be accurately marked by the classroom teacher twice each day via eCASES.
2. In the event that a student is attending an excursion on any given day for all or part of the day, this will be represented on eCASES with the Excursion code 604.
3. Students who are attending camp will be marked as present for the days attending the camp and this will be represented on eCASES with the Camp code 606
4. All absence notes to be retained by the classroom teacher and to be collected by the school office at the end of the year.
5. Parents will be required to notify the school of their child's absence on the 1<sup>st</sup> absence day.
6. Effective follow-up of unapproved absences:
  - On 2<sup>nd</sup> consecutive unexplained absence day, the classroom teacher will contact the parents to seek an explanation of absence. If contact is made a verbal notification will be filled out by the recipient and a record made on eCASES that a note was supplied.
  - If contact is not made, on the 3<sup>rd</sup> consecutive unexplained absence day the Wellbeing Leading Teacher will make contact with parent/guardian to gain explanation of absence or to organise a meeting to create an *Attendance Improvement Plan*
7. Absences to be recorded on half year and end of year student reports.
8. Notes explaining an absence will be recorded on eCASES. Classroom teachers will have 1 week to make alterations on eCASES to include note for absence. Following this, absent notes will be forwarded to the office staff to make the alterations.
9. Absent note templates will be accessible via the school's website and school office.
10. Letters indicating dates of unapproved absences will be issued to parents/guardian by the office during terms 2 and 4. If after 5 days a signed slip is not returned then parent/guardian will be contacted by Wellbeing Leading Teacher to seek explanation of absence or organise meeting to develop *Attendance Improvement Plan*.
11. Family absence notes are to be communicated to other classroom teachers with siblings.

#### **PROCESS FOR REPEATED ABSENCES**

- 1 In the event of a student's attendance rate dropping below 80% (due to absence, illness, extended holiday) the Classroom Teacher and/or Wellbeing Leading Teacher will contact parents/guardian to develop an *Attendance Improvement Plan or Student Absence Learning Plan* to monitor and support an individual student's attendance.
- 2 Should the attendance rate show no improvement, contact would be made to Southern Metropolitan Region Student Wellbeing Staff to obtain a *Regional Poor Attendance Letter* to be sent to the parents/guardians.
- 3 Continue to monitor attendance and if still no improvement is shown Wellbeing Leading Teacher will initiate a Child First referral or Child Protection notification.

**REFERENCE:**

- Department of Education and Early Childhood - *Effective Schools are Engaging Schools, Student Engagement Policy Guidelines*
- *The Education and Training Reform Act 2006*
- *Kilberry Valley Primary School<sup>1</sup> Student Engagement and Wellbeing Policy*

**APPENDIX:**

- I. record of receipt of verbal explanation of a student's absence / absence note template
- II. student absence learning plan
- III. attendance improvement plan

Appendix I:

<b><i>STUDENT ABSENCE NOTE</i></b>	
Student Name: _____	Grade: _____
Reason given for student's absence (please tick)	
<input type="checkbox"/> Illness	<input type="checkbox"/> Transport problems
<input type="checkbox"/> Appointment	<input type="checkbox"/> Holiday
<input type="checkbox"/> Parent Choice	<input type="checkbox"/> Other
for date(s) of absence: _____	
Parent signed / approved: _____	
Parent name (printed): _____	
.....	
(For school use only)	
Date of contact:- _____	
Name of staff member in receipt of information: _____	

Appendix II:

**Attendance Improvement Plan or Return to School Plan**

<b>Student name</b> <b>Date of birth:</b> <b>Year level</b> <span style="float: right;"><b>Date</b></span>
<b>The work that I have missed and need to complete:</b>
<b>Insert copy of students' timetable here.</b>
<b>Goals to improve my attendance so that I achieve a    ___    % attendance rate:</b>  1.  2.  3.
<b>People I will go to when I need help:</b>  <b>Their locations:</b>
<b>If I am absent for any reason my parent/carer will contact the school on the first day of my absence</b>  <b>School phone:</b>  <b>If the school does not receive a message then my teacher will contact my home to see what has happened.</b>  <b>Parent/carer phone:</b>
<b>School Term Dates:</b>  <b>Student Free Days:</b>  <b>School will be closed to students on:</b>

Appendix III:

**Student Absence Learning Plan template**

Students who are taking extended absences from school must have a Student Absence Learning Plan to support the education of students who are absent from school for an extended period. It may also be useful to develop a Return to School Plan for students who have been absent for an extended period.

<b>Student name</b>	
<b>Year level</b>	<b>Date</b>
<b>Reason for absence:</b>	
<b>Date of last day of school:</b>	<b>Date of return to school:</b>
<b>Description of the educational program:</b> Teachers/year-level coordinators should include elements of the learning program the student will be missing while away. The learning program should enable the student to more easily re-engage in class activities when they return.	
<b>Activities for the student to undertake while away from school:</b> For example, if a student is travelling, what research can they undertake, or what presentations can be prepared?	
<b>Outcomes for the student to achieve:</b>	
<b>Resources that the student may find useful:</b>	
<b>Agreed role of parents/carers in supporting the absence learning program:</b>	
<b>Contact details for the student to stay in touch:</b>	<b>School phone number:</b>
<b>School contact person:</b>	<b>Signature of principal:</b>
<b>Signature of parent/carer:</b>	