



RESPECT - RESILIENCE - RELATIONSHIPS

# ATTENDANCE POLICY

## PURPOSE

Regular attendance is essential for student engagement and success, providing a solid foundation for their future. This policy outlines the shared responsibilities of parents/caregivers and the school in ensuring consistent attendance.

## POLICY STATEMENT

Attendance at school is compulsory for every child of compulsory school age (from age 6 until 17). Students must be enrolled in a school or approved learning program and attend every day that instruction is provided. Parents or legal guardians can face legal consequences if they fail to ensure their child's attendance.

## RESPONSIBILITIES

### School Responsibilities:

- Monitor student attendance and follow up on unexplained absences.
- Maintain accurate attendance records via an electronic management system.
- Provide a safe, supportive, and engaging learning environment.
- Promote the importance of education from the earliest years.
- Develop strategies to address attendance concerns and support student wellbeing.
- Collaborate with families to encourage attendance and participation.

### Parent/Caregiver Responsibilities:

- Ensure their child attends school regularly and punctually.
- Provide explanations for absences or lateness.
- Engage with the school to address any attendance issues.

## ACCEPTABLE REASONS FOR ABSENCE

- Illness or medical conditions (a medical certificate is required for absences of three or more consecutive days).
- Infectious illnesses (e.g., gastroenteritis, chickenpox, measles).
- Medical or dental appointments that cannot be scheduled outside school hours.
- Approved family travel or holidays.
- Cultural days
- Bereavement
- Off-site learning or home study that has been granted by the school.
- Exemptions granted by the school principal for valid reasons.

## ATTENDANCE EXPECTATIONS

- School starts at 8:40 AM and finishes at 3:00 PM.
- Parents or carers must provide an explanation if their child is late or needs to leave early.
- Students must report to the front office admin staff when signing in or out.

## EXEMPTIONS FROM ATTENDANCE

In certain circumstances, the Principal may approve an exemption from school attendance for reasons such as:

- Family travel or holidays
- Medical or health reasons
- Home education
- Full-time employment
- Disability or behaviour concerns requiring a modified program

Families seeking an exemption from school attendance must discuss the matter with the site leader and submit a written application. This application will be kept on file in the student's school record. Students are required to attend school as usual until the exemption is officially granted.

## ROLES & RESPONSIBILITIES

Person	Responsibility
<b>Student</b>	<ul style="list-style-type: none"> <li>▪ Attend school every day it is open unless they are ill or have an approved exemption.</li> <li>▪ Arrive at school and all lessons on time.</li> <li>▪ Report to student services/front office if they arrive late or need to leave early.</li> <li>▪ Participate actively in all school and approved learning program activities.</li> </ul>
<b>Parent &amp; Carer</b>	<ul style="list-style-type: none"> <li>▪ Ensure their child attends school on time every day it is open unless unwell or an approved exemption is in place.</li> <li>▪ Provide the school with up-to-date contact details.</li> <li>▪ Inform the school of any absences, lateness, or early departures on the same day, if possible, via phone call, text message, email, or student diary note.</li> <li>▪ Provide a medical certificate or written explanation if their child is ill for three or more consecutive days.</li> <li>▪ Schedule appointments outside of school hours whenever possible.</li> <li>▪ Engage with the school to address any attendance issues and support their child's learning.</li> </ul>
<b>Admin Staff/ Teacher/ Leadership</b>	<ul style="list-style-type: none"> <li>▪ Ensure all parents and carers are aware of attendance expectations, policies, and procedures.</li> <li>▪ Accurately record each absence, late arrival, or early departure with the appropriate code on Daymap.</li> <li>▪ Contact parents or carers on the day of absence to seek an explanation.</li> <li>▪ Document all contact with parents or carers, including attempted contacts, about absences in Daymap.</li> <li>▪ Request a medical certificate if appropriate.</li> <li>▪ Implement attendance improvement plans and monitor progress.</li> <li>▪ Consult with Student Support Services if needed, such as Social Work or Truancy support.</li> <li>▪ Make mandatory notifications about chronic non-attendance as guided by RAN-EC training and the Mandatory Reporting Guide.</li> <li>▪ Work collaboratively with parents, students, and external agencies to support regular attendance and address barriers to learning.</li> </ul>





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## ROLL MARKING

### Morning Roll Marking:

- Home Class teachers are responsible for marking the roll during the morning Home Class period from 8:40 AM to 8:45 AM using Daymap, applying the appropriate EMS codes.

### Late Arrivals:

- Students arriving late or after Home Class must sign in at the front office. They will be marked as late in Daymap.

### Reception to Year 6:

- Classroom teachers must mark lesson rolls and verify them against the original Home Class roll attendance.
- Specialist teachers are required to mark attendance rolls before students enter specialist areas.

### Years 6 to 12:

- Teachers must mark the roll for every lesson and check attendance against the original Home Class roll and previous lessons.
- Any irregularities or inconsistencies must be followed up with the Home Class teacher, leadership, and front office staff.

### Early Departures:

- Students leaving early must provide an explanation and complete the sign-out process at Student Services or the front office.

### Parent Monitoring:

- Parents can monitor their children's attendance via the Daymap Parent Portal, ensuring transparency and up-to-date information on attendance records

## STUDENT ABSENCE

### Notification to Parents/Carers:

- Once all Home Class rolls are marked, an SMS will be sent to parents/carers of students marked as absent without explanation.

### Contacting Families:

- Home Class teachers will contact families of absent students if no explanation has been provided. This can be done via phone call, email, or home visit.

### Recording Absence Details:

- Home Class teachers and front office staff will record absence details on Daymap, obtained from families via phone call, SMS, email, diary note, or in person.

### Unexplained Absences:

- Home Class teachers are responsible for requesting and recording reasons for student absences on Daymap, including documenting unsuccessful contact attempts.

### Monitoring and Referral:

Home Class teachers will monitor weekly attendance and refer students to leadership or the student counsellor if necessary.



## ABSENCE FOLLOW UP

### Recording Follow-Up Attempts:

- Ensure all follow-up attempts are recorded in Daymap, including successful and unsuccessful contacts with parents or carers.

### Attendance Notifications:

- Send attendance letters home to students with less than 90% actual attendance each term, highlighting the importance of regular attendance.

### Attendance Improvement Plans:

- Conduct Attendance Improvement Plan meetings with students and parents for those with an attendance rate below 80%. Develop strategies to address barriers to attendance and support student engagement.

### Mandatory Notifications:

- Teaching and Leadership Staff make mandatory notifications to the Child Abuse Report Line (CARL) for chronic non-attendance, as required by the Children and Young People (Safety) Act 2017.
- Teaching and leadership staff refer students with persistent attendance issues to the Social Work Duty Line for additional support and intervention. This referral should be documented in Daymap and followed up with ongoing communication and collaboration with social work services.

