



March 2020

KERSBROOK PRIMARY SCHOOL

Attendance Policy

The Administrative Instructions and Guidelines states that schools are expected to:

- Aim to achieve 100% attendance for all students.
- Follow up absences.
- Counsel students and their families about the impact of attendance on achievement.

Please read in conjunction with DECD ***Attendance Policy*** and ***Attendance Requirements for Schools***.

We believe:

- That future student success is determined by good attendance at school.
- Parental attitude to regular and on time attendance is paramount in establishing good habits.
- Successful students are well organised and start the day on time.

Responsibilities

Parents: Parents are responsible for getting children to and from school.

- Children must arrive at school between 8.30am and 8.45am.
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg. illness)
- Parents must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter, telephone call or verbal message and sometimes a medical certificate. After three consecutive days of non-attendance a written explanation is required.
- When a student is late for school or leaves early it is a requirement that the parent signs in and out at the Front Office.
- A parent must request an exemption from school, in writing from the Principal, for a student who is likely to have an extended absence greater than three days and less than one month, using the school application for exemption from school attendance form.
- For absences greater than 5 consecutive days, parents need to apply for exemption from the Director, School and District Operations.

Teachers:

1. Use the Class Weekly Attendance Sheet to:
 - Monitor attendance and non-attendance daily soon after 9.00am and if necessary adjust it at the end of the day for afternoon arrivals and absences.
 - Record absences, late arrivals and early departures and the reasons for these. Written notes, diary notes, telephone messages and verbal messages from parents are acceptable. Date and record these on the attendance sheet and retain notes (need to be kept for one year). Explanations made over the phone, face to face or in the diary should be recorded in the attendance book in the front office or the duplicate record in the roll books.
 - Assign appropriate EDSAS non-attendance code.
2. If an explanation for an absence has not been received follow up with the parents via Class DoJo, diary, note, phone or a verbal request.
Follow ups by phone certainly encourage better relationships with parents, however may not support the responsibility that parents have in supplying a reason for the absence. A note sent home from the school may not support relationships as well as a phone call, but can support the responsibilities of parents to supply a reason for the absence of their child.
3. On the third consecutive day a student is absent without an explanation, contact the parents requesting an explanation and inform the Principal.
4. Send the attendance folder to the Front Office each day.
5. At the end of each term, sign the “roll book” print out.

S.S.O.s:

1. Maintain EDSAS Attendance records:
 - Prepare weekly attendance sheets.
 - Enter data.
 - Check codes assigned by teachers. Consult with the Principal when unsure.
 - Check for changed codes for the previous week.
 - Enter necessary arrivals and departures from the sign in book if not recorded.
 - At the end of term, print out “roll book” and have teachers sign it.
2. Pass on to teachers, in written form, telephone and verbal messages explaining student non-attendance.

Principal:

1. Inform the staff of current student attendance requirements.
2. Monitor over-all student attendance / non-attendance.
3. Support the staff in following up with parents, non attendance and lateness of students.
4. Work with staff and families to ensure attendance is regular and at a consistently high level.
5. Communication regularly with community about the importance of attendance.
6. Send attendance letter home at the end of term if absences are excessive.
7. Comply with Department for Education policies.