

Ardmona Primary School Attendance Policy

Rationale:

To ensure all children of compulsory school age enrolled at Ardmona Primary school attend school every day that the school is open for instruction in line with the requirements of the *Education and Training Reform Act 2006*. Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

Aims:

To ensure all students attend school for instruction every day, except where there is an approved exemption from school attendance or attendance and enrolment for the student, or the student is registered for home schooling and has only a partial enrolment in a school for particular activities.

To ensure Ardmona Primary School satisfies its duty of care to all students.

Implementation:

Monitoring Attendance:

Ardmona Primary school will monitor the attendance of all students by

- checking attendance twice daily and record this on eCases
- Using late and absence data to identify and target students.

The principal or regional director (depending on the circumstances) may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time.

School Action to promote attendance:

- Creating an environment where children want to be at school and demand to be on time and a school culture that views being punctual to school as important.
- Ensuring that all classrooms are motivating and stimulating and have high interest areas that will appeal to children.
- Ensuring a consistent SWPBS approach to dealing with playground problems by yard duty and classroom staff.
- Linking identified students and families with external supports and additional school resources as appropriate including the elders, social worker or psychologist.

- ☒ Communicate with parents and students about unexplained absences and keep records of that communication and strategies to assist the student and family.
- ☐ Utilising the 'Every Day Counts' resources from DET and celebrating successes.

Authorised Absences:

In general, it is expected that absences would be excused for:

- ☐ medical and dental appointments, where out of hours appointments are not possible or not appropriate
- ☐ bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- ☐ school refusal, if a plan is in place with the parent to address causes
- ☐ cultural observance, if the parent notifies the school in advance
- ☐ family holidays, where the parent notifies the school in advance and the student completes any Student Absence Learning Plan agreed by the school, student and parents.
- ☐ Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one calendar month. Parents/caregivers should apply in writing and principals should also advise approvals and non-approvals on school letterhead. Copies of such advices are to be retained in school files, together with applications, and are to be made available to appropriate department officers as required.

Prolonged or frequent unauthorised absences:

- ☐ The leadership in consultation with the teacher will complete the NEV region Attendance support, Early Intervention and Strategy checklist and then consult a School Attendance Officer for further action.

- ☐ School Attendance Officers can then issue a School Attendance Notice to the parent giving the opportunity to provide a reasonable excuse for the absences or, where necessary, nominate the parent responsible for the absences. Failure to comply with this Notice may result in the issue of an Infringement Notice, which carries with it a penalty of approximately \$70.

Communication with Parents/Guardians:

- ☐ Showing concern for students who are absent – ask them and their parents where they were and supply work missed.
- ☐ Phone contact with parents/guardians if their child has been absent for 2 or more days.
- ☐ Parents are requested to provide written explanation for all student absences. For absences where there is no exemption in place, the parent/guardian must provide an explanation on each occasion to the school. The school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the *Education and Training Reform Act 2006*.
- ☐ At the end of each term the parents of any student who has three or more unexplained absences will be contacted in writing and asked for an explanation for the absences.
- ☐ The school will keep copies of communication with parents about their child's absenteeism.
- ☐ Publishing absence data in the Annual Report to the school community available on the school website
- ☐ Newsletter / Web page articles promoting attendance
- ☐ Learning news sheets about curriculum plans and special activities

- Tiqbiz alerts about learning activities
- Tiqbiz capacity for reporting absences

Positive Rewards for Attendance:

- Recognising students achieving 100% attendance on a regular basis, at whole school assemblies.

Evaluation:

Ardmona Primary School students achieve a 90% or higher attendance rate

References:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendance.aspx> Last updated 1st April 2014

<http://www.education.vic.gov.au/school/principals/participation/Pages/attendance.aspx> Last updates 16th April 2014

<http://www.education.vic.gov.au/school/principals/participation/Pages/managingabsence.aspx>
Last updated 9th April 2014

School Council APS November 2016

Review in 2018