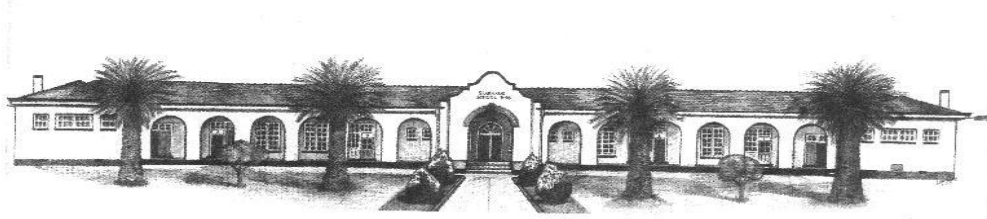


ST ARNAUD PRIMARY SCHOOL

No. 1646



ATTENDANCE POLICY

P.O. Box 124
St. Arnaud 3478
Phone: 54 951 028 Fax 54 951 609

Attendance Policy

St. Arnaud Primary School adheres to the Principles included in the DET initiative of 'It's Not Okay to be Away'.

Basic Belief

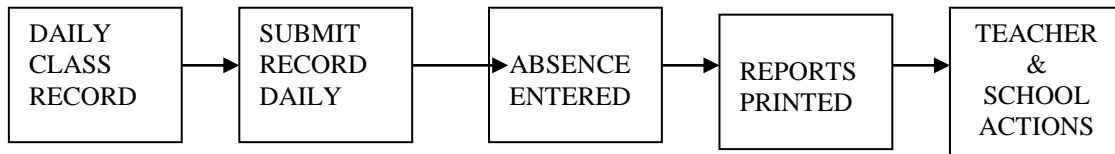
Children need to be in attendance at school on a regular basis. They need to be on time as well as regular in their attendance. It is a parent's responsibility to ensure that both of these are achieved.

A child's learning is directly dependent on the regularity of their attendance. Parents must understand that the school cannot be responsible for a child's progress if they regularly do not attend school.

Guidelines.

- School attendance is a legal requirement detailed in the Education Act 1958 and the Community Services Act 1970.
- Parents have the responsibility to ensure their child attends school regularly and on time.
- Where a child is absent then the parents are required to notify the school in writing as to the reason for that absence.
- The school has a responsibility to maintain regular and careful records on a child's attendance.
- It is the school's responsibility to monitor absences and late arrivals and take appropriate action where absences/lateness are not approved or become excessive in number.
- It is the school's and class teacher's responsibility to follow up all absences.
- Where parents experience difficulties with attendance they are required to contact the School Welfare officer for support and advice.
- Where the school's monitoring processes highlight absence as an issue the school is required to contact the parent to discuss problems and solutions.
- A communication process that advises parents about absence concerns to be used.
- A student's absences and late arrivals will be noted on the student's report indicating that they are considered to have impacted on achievement and learning.
- Consistent late coming will also be monitored and reported in the same manner as absence concerns.

PROCESSES AND PROCEDURES



'It's Not Okay to be Away'

The staff Welfare Officer and the School CASES Administration Officer complete the following procedures on a weekly basis.

- Review weekly absences
- Identify absence concerns
- Contact parents/guardians of students with absence/late to school concerns.
- Offer support and assistance
- Daily follow-up of targeted students
- Communicate with teachers regarding any absence concerns
- Fortnightly update to Principal

1. Daily Class Record.

Homeroom teachers are expected to:

- Record absences on the standard CASES **school roll** sheet.
- Complete the recording before the beginning of the first session (before **rolls & lunch** orders are collected) AM and after lunch PM.
- Keep the record in a safe and secure place.
- Ensure that late comers are also recorded. The definition of late comer will be any student not marked on the morning roll call at the commencement of the first session.
- Record 'A' (**Approved** absence) only above the daily attendance column to indicate a note has been received. The note is to be placed in the plastic pocket with the roll for that period. No other details are required

2. Submit the Record (Roll)

The record must:

- Be submitted each morning (~9:15am) when rolls & lunch orders are collected. (Rolls to be returned after recess **daily**).
- They must be completed in every detail requested and accurate. Where excursions and camps occur then the record must still be maintained.

Absences Entered.

The Office will:

- Enter the absences recorded by homeroom teachers on to the student absence module program - CASES.
- Remind staff to submit roll/record where this is necessary.
- Complete this task daily.

Reports

The office will:

- Provide each homeroom with a report of student absences both approved and unapproved. (as requested)
- Provide monthly and year date reports for teacher examination.
- Provide other reports on absence as requested.

Teacher Actions.

The teacher must:

- Examine reports and follow up all children with unapproved absences. This will be done by forwarding the names of the students concerned to the Welfare Officer.
- File all notes received (with appropriate attendance period – plastic pocket) from parents and hand these in at the end of the year.
- Update on the next week's record the names of students where notes have been provided.

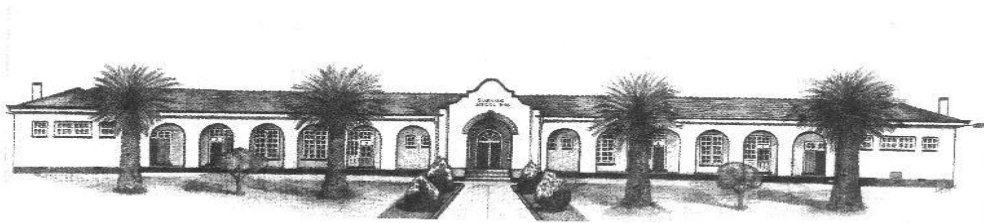
Further Action

The Welfare Officer will:

- Advise parents of all absence concerns through verbal or written communication.
- Discuss with the parent the concerns over absences and late arrivals
- Offer support to assist in addressing the problem.
- Inform the parent of the next steps should the problem continue.

The newsletter will be used to remind parents of their obligations in relation to absence. Absence figures will be examined annually and reported in the school Annual Report.

ST ARNAUD PRIMARY SCHOOL



SCHOOL ABSENCE and/or LATE ARRIVAL

Date: _____

Dear

Our records indicate that your child _____
Has been consistently absent or late for school on the following days.

We are concerned that this will impact on the progress they are able to make at school and would seek your co-operation in ensuring _____ attends school as often as possible.

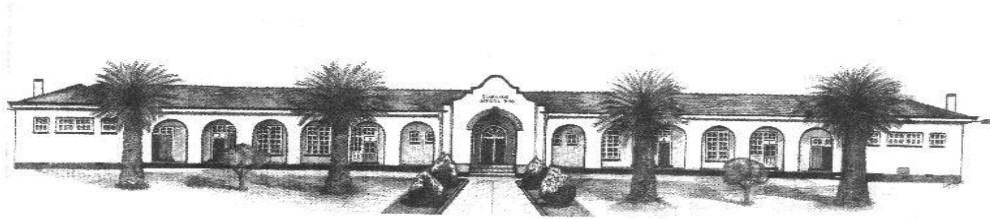
If you are experiencing difficulties with this issue I would be happy to discuss this with you or make an appointment for you with the Principal.

Yours Sincerely

Class Teacher

Sample note from Principal to Parent

ST. ARNAUD PRIMARY SCHOOL
NO. 1646.



PO Box 124
St. Arnaud, 3478.

Ph. 54 951 028
Fax. 54 951 609

Date: _____

Dear XXXX,

Your child's classroom teacher Mr/Ms XxX and I are concerned by the amount of absences that Xxx has had this year. You are required by law to ensure your children attend school each day unless evidence can be provided for unexplained absences. We are very concerned about Xxx's education as research indicates that any more than 12 absences per year have a negative affect on learning. Xxx has had **24** days already this year. Mr/Ms XxX and I are very concerned about this.

It would be greatly appreciated if you could make an appointment with me to discuss how we can support you to improve Xxx's school attendance. The major purpose for our school policy is to support parents who may be experiencing difficulties in getting their children to school.

Please contact me for an appointment time that is suitable for you.

Yours faithfully

Doug Jones
Principal.