

# ATTENDANCE

October 2018



## INTRODUCTION:

Schooling is compulsory for children and young people aged from 6 to 16 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps young people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

## PURPOSE:

This policy is in place to ensure that;

- all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- students, staff and parents/carers have a shared understanding of the importance of attending school
- school staff and parents understand the key practices and procedures Gladstone Views Primary School has in place to support, monitor and maintain student attendance, and to record, monitor and follow up student absences.

## SCOPE:

This policy applies to all students at Gladstone Views Primary School.

This policy should be read in conjunction with the Department of Education and Training's School Attendance Guidelines. It does not replace or change the obligations of Gladstone Views Primary School, parents and School Attendance Officer, under legislation or the School Attendance Guidelines.

In this policy a 'parent' includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the Family Law Act 1975 (Cth) and any person with whom a child normally or regularly resides.

## COMMUNICATION PLAN:

Parents will be referred to this policy at the commencement of each school year and on enrolment. A copy will be available on the school website.

Staff will be referred to this policy at the commencement of each school year and on induction (new staff). A copy will be available on COMPASS.

## IMPLEMENTATION:

### 1 Expected Attendance

Students are expected to attend Gladstone Views Primary School during normal school hours every day of each term unless:

- a there is an approved exemption from school attendance for the student
- b the student has dual enrolment with another school
- c the student is registered for home schooling.

### 2 Monitoring Attendance

- a Classroom rolls will be marked electronically on CASES21 at 9.00am and 12.30pm each day.
- b Students arriving after 9.00am are required to attend the general office where their late arrival will be electronically registered on CASES21 and a 'late pass' provided for the classroom teacher
- c From 9.30am, office staff determine students absent for the day and send out MSM messages to families for confirmation of the child's absence from school. Messages not answered will be followed up with a phone call.
- d Parents are required to provide a reasonable explanation for any absence and schedule family holidays, appointments and other activities outside of school hours.
- e Chronic absences will be followed up by the classroom teacher, Assistant Principal and Principal, along with absences for which a reasonable explanation has not been provided.

### **3 Registering Absences**

Reasons provided for absences are recorded on CASES21. The Principal has responsibility for determining if the explanation provided for an absence is a reasonable excuse for the purpose of the parent meeting their responsibilities under the Education Training Reform Act 2006 and the School Attendance Guidelines.

If the absence is considered a reasonable excuse the absence will be marked as 'excused absence'. If the Principal determines that no reasonable excuse has been provided, the absence will be marked as 'unexcused absence'. If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence'.

The Principal will generally excuse:

- a medical and dental appointments where out of hours appointments are not possible or appropriate
- b bereavement or attendance at the funeral of a relative or friend of the student, including an absence related to Sorry Business
- c school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- d cultural observance if the parent/carer notifies the school in advance
- e family holidays where the parent notifies the school in advance.

### **4 Supporting Attendance**

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Gladstone Views Primary School will work collaboratively with parents, the student and other professionals, where appropriate, to develop strategies to improve student attendance, including:

- a establishment of an Attendance Support Group Meeting
- b implementation of a Return to School Plan
- c implementation of an Individual Learning Plan
- d implementation of a Student Absence Learning Plan
- e arrangement of assistance from other agencies.

### **5 Referral to School Attendance Officer**

If Gladstone Views Primary School decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines, refer the non-attendance to a School Attendance Officer in the North Western Regional Office for further action.

If, after multiple attempts to contact a parent, it becomes apparent that a student will not be returning to the school, the Principal may make a referral to a School Attendance Officer if:

- a the student has been absent from school on at least five full days in the previous 12 months where the parents/carers have not provided a reasonable excuse and measures to improve the student's attendance have been undertaken and have been unsuccessful
- b the student's whereabouts are unknown and the student has been absent for 10 consecutive school days, or no alternative education destination can be found for the student.

#### **RELATED POLICIES DET:**

School Attendance Guidelines

School Policy and Advisory Guide

Student Engagement, Wellbeing and Inclusion

Duty of Care