



HALLETT COVE EAST PRIMARY SCHOOL ATTENDANCE POLICY AND PROCEDURES

RATIONALE

The Department of Education and Child Development (DECD) Attendance Policy clearly states an expectation that all children and young people will attend school in line with the requirements of the education program organised for them. Priority is placed on the early identification of non-attendance and irregular attendance.

Non-attendance and irregular attendance can be viewed as early indicators of potential for disengagement from the education program. Absence from school has been shown to potentially limit a student's achievement of essential knowledge and skills required for effective participation in work, relationships and families, and active citizenship.

The Education Act (1972) provides for compulsory attendance of every child aged from six to seventeen years of age irrespective of distance from school or whether disabled or not and each is required to be enrolled at a government or non-government school. The child must attend the school every day, as instruction is provided at the school for the child, unless the Minister has granted a certificate of exemption from school attendance. Lawful reasons for the absence from school, of a child of compulsory school age are: sickness, temporary or permanent infirmity, family issues or any other unavoidable cause.

Hallett Cove East Primary School actively supports the legal requirement for attendance of students and the policy directions and related principles of DECD. The school aims to provide a safe, success orientated and caring environment with the provision of a relevant and engaging learning program. Staff understand that students need to have equitable access to school and encourage them to attend school regularly in order to participate fully, to be punctual, both in the morning and after breaks, and, to participate appropriately in work, routines and class expectations to be successful and gain maximum benefit from schooling. Staff are consistent in support and expectations of the attendance and participation of all students.

Monitoring of school attendance enables identification of areas for improvement of attendance and students at risk to enable the implementation of early intervention strategies to support these students. To improve the attendance of our students we need to work together. *Student attendance is everyone's business.*

OPERATING PROCEDURES

ABSENCE

If a student is absent Parents/Caregivers are asked to notify the school by phone or in person on the day of absence.

Patterns of absence will be referred to the Leadership Team and further strategies for addressing the pattern will be developed with families.

LATENESS

If a student is going to arrive at class after 8:45am in the morning Parents/Caregivers are asked to:

- notify the school by phone before 8:45m
- accompany their child, where possible, to check in through the Front Office first before going to class.

Patterns of lateness will be referred to the Leadership Team and further strategies for addressing the pattern will be developed with families.

LEAVING EARLY

If a student needs to leave before 3:05pm Parents/Caregivers are asked to:

- notify teachers in advance where possible informing the teacher that the student needs to be released early and stipulating the time and reason for departure

When collecting students, Parents/Caregivers are asked to:

- check the student out at the front office
- wait in the front office for the student

Class teachers will monitor students who may develop patterns of leaving early. These students will be referred to the Leadership Team.

ROLE OF LEADERSHIP TEAM

- Ensure parents and students are informed of Attendance Policy and Procedures
- Keep parents updated about their child's attendance through reporting of data in the written reports
- Ensure attendance procedures are used R-7
- Ongoing analysis and maintenance of attendance data
- Seek advice and support from other personnel when needed eg. DECD Attendance Counsellor
- Meet regularly with staff regarding their students at risk.

ROLE OF ADMINISTRATION STAFF

- Record all notified absences in the Daymap Rollmarking application
- Administer the late arrivals and early departure processes through Daymap
- Send absence notification texts to parents of identified students when there are unexplained absences
- Upload Daymap Attendance data into EDSAS weekly

ROLE OF TEACHERS

- Implement the Attendance Policy and Procedures
- Record attendance data using the Daymap Rollmarking application
- Check Communication books and Diaries regularly
- Identify students who may be developing a pattern of absenteeism or lateness and discuss underlying factors with Parents/Caregivers
- Refer patterns of unexplained absence to the Leadership Team

ROLE OF PARENTS

- Ensure students attend school from 8:45 am to 3:05pm each school day, arriving no earlier than 8:30am and leaving no later than 3:20pm.
- Notify the school by phone or in person if a child will be absent, late or leaving early
- Come into the office to check a child in when arriving late or to check a child out when collecting students before 3:05pm.