ATTENDANCE POLICY AND PROCEDURES

FLINDERS PARK PRIMARY SCHOOL

Flinders Park Primary School believes schools should provide a safe, success-orientated and caring environment. We believe that attendance is the prerequisite for student participation, retention and achievement. We are committed to maximising attendance and minimising absence or lateness from school.

Responsibilities

Parents/Caregivers:

- Are legally responsible for ensuring regular school attendance of children between the ages of 6 and 17.
- Will ensure children arrive at school between 8.30 and 8.50am.
- Will ensure children attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg illness).
- Will provide the school with an appropriate explanation for the student’s non-attendance. Usually this comprises a letter or telephone call from a parent/caregiver or a medical certificate - after three days a written explanation is required.
- Will explain the reason for lateness. Students who are late must sign in at the front office.
- Must let the school know if an extended absence is likely or if the school needs to arrange work at home for students.

Teachers will:

- Monitor each child’s attendance.
- Record absence using the appropriate codes on roll and send to front office each morning
- Contact home on third day of unexplained absence or a pattern of absence or lateness via letter for explanation or phone call.
- If after contacting parent/caregiver and there have been no changes, alert the leadership team via the Student Non-Attendance and Lateness Checklist.
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.
- To support punctuality and attendance staff will teach the importance of punctuality, persistence and organisation in student learning and achievement.
- Record attendance on student folders

Leaders will:

- Ensure that the roll is accurately completed.
- Complete the letter regarding the absence/lateness of a student and provide for the teacher to send home to parent/caregiver.
- Meet with the family if the pattern continues and document interventions, strategies, communication and improvement plans, and will include in student’s file.
- Monitor lateness/habitual early leaving/attendance of identified students very closely
- Refer to an Attendance Counsellor if attendance issues are not resolved.
- Apply for exemptions for extended absence using DECD proformas.
- Analyse data, set targets, make improvement plans and assist in the management of the Attendance Policy
- Report to the community regarding trends for lateness and attendance

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