

Attendance Policy

Date approved by School Council	<i>17th May, 2016</i>
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Rationale

School Attendance is mandated under The *Education and Reform Act 2006*. It is the responsibility of parents/carers to ensure their child regularly attends school.

Aims

To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.

Implementation:

- Evidence shows that daily school attendance is important for young people to succeed in education and to ensure they do not fall behind both socially and developmentally.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence - shopping excursions or birthday parties are not.
- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to provide a written note to the school explaining why an absence has occurred.
- If parents are planning an extended holiday, this is to be discussed with the principal well in advance of finalising any plans. The principal has the discretion to decide whether or not to approve the absence. If the principal approved the absence, the parent is to support the child's Student Absence Learning Plan (see Appendix 1).
- Students arriving late to school must obtain a late pass from the office and their late arrival will be documented.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on our CASES database and communicated to the Department of Education and Training (DET).
- Regular communication about Attendance will be made in the Newsletter.
- The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism and late arrivals are adequately explained. Each term a letter from CASES is generated and sent to parents/carers outlining unexplained absences and requesting an explanation for these absences.
- The Principal will ensure parents of students with high levels of unexplained or unapproved absences and late arrivals are contacted, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues may be referred to the School Attendance Officer, who will take further action.
- The grade with the least Late passes will be acknowledged at Assembly and receive a term reward.
- Student absence and late arrival figures will appear in student Semester 1 and 2 reports.
- Aggregated student attendance data is reported to DET and the wider community each year as part of the annual report.

Evaluation

This policy will be reviewed as part of the school's three year review cycle or earlier if circumstances deem it necessary.

Appendix 1

Student Absence Learning Plan

Student Absence Learning Plans are implemented to support the education of students who are absent from school for an extended period. Student Absence Learning Plans should be developed collaboratively by teachers, students and their parent.

Student Absence Learning Plan must be developed for:

- students who are planning extended absences from school, for example for a family holiday
- students suspended for more than 3 days (refer to suspension guidelines for more information)
- students subject to an expulsion appeal process (refer to expulsion guidelines for more information).

It may also be useful to develop a Return to School Plan for students who have been absent from school for an extended period.

Student name:	
Year level:	Date:
Reason for absence:	
Date of last day of school:	Date of return to school:
Description of the educational program:	
Activities for the student to undertake while away from school:	
Outcomes for the student to achieve:	
Resources the student may find useful:	
Agreed role of parents/carers in supporting the absence learning program:	
Contact details for the student to stay in touch:	School phone number:
School contact person:	
Signature of parent/carers:	Signature of principal:

Appendix 2

TEACHER RESOURCE – EXTENDED ABSENCES WORK

<p>READING and WRITING</p> <p>Read brochures, itineraries and pamphlets from your destination.</p> <p>Write a daily diary and include memorabilia labels.</p>	<p>SPELLING AND NUMBER FACTS</p> <p>Learn local words and find their meanings.</p> <p>Practise number facts/ times tables appropriate to the child's level.</p>	<p>REAL LIFE MATHS</p> <p>Go shopping and compare prices to home.</p> <p>Order food from a restaurant or take away and work out the total price for your family.</p>
<p>PHYSICAL ACTIVITY</p> <p>Go for a walk, swim or bike ride at your hotel or local area. Try a new sport.</p>	<p>PERSONAL ORGANISATION</p> <p>Help pack your own suit case and toiletries for your holiday. Do you have enough clothes for your time away?</p>	<p>ART</p> <p>Visit the local art gallery or art market. Make a craft activity from local materials.</p>
<p>TEACH YOUR PARENTS</p> <p>This is one of the best ways to consolidate what your child has learnt. It enables the learner to go the next step from telling what work was covered, to verbally explaining and teaching concepts or skills learnt that week. This is an excellent way to enhance relationships.</p>	<p>ENVIRONMENT AND NATURE</p> <p>Go for a walk in nature. To the beach, bush or farm etc and take photos of plants, birds or animals to include in your daily diary or powerpoint.</p>	<p>PROJECT RESEARCH</p> <p>Find something about your holiday destination that interests you. Make a project using the information you have collected. Students should be encouraged to explore using a variety of sources, including the interest library, experts eg rangers and parents.</p>
<p>YOU CAN DO IT</p> <p>Parents have the capacity to positively influence their child's achievement in all areas and their active involvement in the process of developing the 5 foundations (Confidence, Persistence, Organisation, Getting Along and Resilience).</p>	<p>USE COMPUTER FOR WORK</p> <p>Email your class a digital post card of your holiday adventure.</p> <p>Take digital photos and make a slide show.</p>	<p>CULTURAL – ARTS AND MUSIC</p> <p>Watch a performance or participate in a cultural event.</p>