



ATTENDANCE POLICY

RATIONALE

Schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption from attendance or enrolment has been granted. Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

AIMS

- To ensure all students are able to access full time schooling.
- To provide a safe, secure learning experience for students.
- To develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To develop problem solving and life survival skills.
- To help people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

GUIDELINES FOR ACTION

- Attendance must be recorded at least twice per day.
- All student's absence must have a reason given.
- A principal or regional director (depending on the circumstances) may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time.
- The school will determine if the explanation of an absence is a reasonable excuse for the purpose of the parent meeting their responsibilities under the *Education and Training Reform Act 2006*
- Government schools must use only CASES21, eCASES21 or third party software which is compatible with CASES21 to record student attendance.

IMPLEMENTATION

- Attend the school in which they are enrolled unless there is an approved exemption from school attendance.
- Must enrol a child of compulsory school age at a registered school
- Ensure child attends school at all times when open for instruction unless reasonable and valid grounds exist for them to be absent.
- Illness and important religious days are a reasonable grounds for an absence, shopping,



birthday parties, airport pick-ups are not.

- An explanation must be provided to the school on each occasion there is an absence either in written form or on our student absences line: 9799 1216.
- Teachers must mark their roll twice daily to maintain attendance records
- Must advise parents/guardian within 3 days of unexplained absences
- The principal has the further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- The attendance teacher will assist teachers to contact parents of students with high levels of absences, with the view to developing and implementing strategies to minimise absences.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Student attendance data is reported to the Department of Education and the wider school community each year as part of the annual report.
- Teachers will support students to return to school after absences through individual attendance goals and data driven improvement plans
- Formal procedures for supporting the learning of a student absent for an extended period
- Positive and flexible support and follow up with students on their return to school.

LINKS AND APPENDICES

- Refer to *River Gum Primary School Student Engagement and Inclusion Policy*
- Refer to *River Gum Primary School Community Code of Conduct*

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance

Date Implemented	17/09/2014
Author	Rebecca Lanagan
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	16/09/2014
Responsible for Review	Executive Team
Review Date	As required
References	DEECD Excursion Policy



APPENDIX 1

<h2>Attendance Improvement Plan</h2>	
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Student Name:	Room:
Year Level:	Teacher Name:
Date:	

The work that I have missed and need to complete:

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Goals to improve my attendance/late arrivals so that I achieve a 100% attendance rate: 1.	People I will go to when I need help:
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If I am absent or late for any reason my parent/carer will contact the school on the first day of my absence/late arrival. School Phone Number: (03) 9799 1216 If the school does not receive a message then my teacher will contact my parent/home to see what has happened. Parent/Carer Phone Number:	School Term Dates: Term 1: 28 January - 4 April Term 2: 22 April - 27 June Term 3: 14 July - 19 September Term 4: 6 October - 19 December The school day commences at 8:45am sharp and concludes at 3:15pm sharp. These times are not flexible. Curriculum Days (Pupil Free Days) will be advertised in the school's weekly newsletter 'Connections.'
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Parents/Carers – Expectations/Support:

Process For Collection Of Data:
Absences and late arrivals will be tracked using the school's online attendance program. Information can be found on the student's individual profile.

Student's Comment:

RIVER GUM PRIMARY SCHOOL



Parent's Comment: