



ATTENDANCE

POLICY

Reference: *School Attendance Guidelines, DEECD, March 2014*

Rationale:

In accordance with the *Education and Training Reform Act 2006*, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted.

Parents/guardians must enrol a child of compulsory school age at a registered school have a legal obligation to ensure the child attends school at all times when the school is open for instruction.

Students will attend school, during normal school hours every day of each term, unless:

- there is an approved exemption from school attendance or attendance and enrolment for the student, or
- the student is registered for home schooling and has only a partial enrolment in a school for particular activities.

The 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.

For absences where there is no exemption in place, the parent/guardian must provide an explanation on each occasion to the school. The school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the *Education and Training Reform Act 2006*.

Aims:

- To maximize attendance and participation of all students at Woodville Primary School
- To provide students and their families at risk of poor attendance with timely, targeted support

Implementation:

- The school will maintain an attendance register of students and record in it each students' attendance at least twice a day as well as reasons (given or apparent) for a student's absence using eCASES21
- Absence notes –either written by the parent or as reported by a parent/guardian and written by a member of staff will be collected and kept by the school.
- Where possible parents should inform the school in advance of upcoming absences or phone the school on the day of the absence
- Woodville Primary School employs an Attendance Officer 0.2 EFT to follow up on unexplained absences
- If a parent does not contact the school to provide an explanation on the day of the student absence the school Attendance Officer will attempt to contact the parent/guardian within three days of the absence. If an explanation is received, the accurate cause of absence will be recorded
- If contact cannot be made with the parent/guardian, emergency contacts may be called to determine a child's whereabouts
- Should no contact be made the school will mail the student's absence report (generated from eCASES) seeking explanations. Parents will be informed that they may be issued with a School Attendance Notice (resulting in an Infringement Notice and \$70 fine or commencement of proceedings in the Magistrates' Court) from a DEECD School Attendance Officer
- Woodville Primary School will promote high levels of student attendance and participation through the use of the following strategies:
 1. Articulating high expectations of attendance to all members of the school community
 2. Creating safe, supportive learning environments where all students experience success through active participation and engagement in purposeful learning
 3. Adoption of consistent, rigorous procedures to monitor and record student absences
 4. Implement data driven attendance strategies

5. Provision of early identification and supportive intervention for students at risk of poor attendance
 6. Link with local community groups and support agencies including DHS and Child First to maximise program and individual support
 7. Access specialist support for individual students with identified behavioural, health or social issues
 8. Provide a staged response to non-attendance
 9. Support students to return to school after absences
- School attendance data will be regularly monitored and analysed to identify student absence patterns on a school, year level and individual basis
 - Any student/family identified as being at risk of poor attendance will be provided with timely, targeted support to improve attendance and address underlying issues
 - In the first instance a meeting will be convened with the student's parents/guardians to develop attendance improvement strategies to support the student and family
 - If it becomes apparent that a student may require ongoing intensive support an Attendance Student Support Group will be convened to develop an Attendance Improvement Plan OR a Return to School Plan and if deemed necessary an Individual Education Plan. In addition referrals may be made to school or community based wellbeing professionals and/or Child First or DHS
 - Student Absence Learning Plans will be implemented to support the education of students who will be absent from school for an extended period. Plans will be developed collaboratively with teachers, students and their parents for students:
 1. Who are planning extended absences from school e.g. family holiday
 2. Suspended for more than three days
 3. Subject to an expulsion appeal process

Evaluation:

- Regular monitoring of Attendance Data at individual, class and school level
- DEECD generated data

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

February 2015