

Rationale:

School attendance is vital to optimal school performance. Regular school attendance supports students' academic development as well as their connectedness to the school and their peers. This connectedness has a positive impact on student well-being and engagement and hence learning outcomes. In considering school attendance, it is essential to consider the impact of lateness and non-attendance, as both of these issues impact on student learning engagement and well-being.

Our school values and vision are embedded in this strategy as our school community works together to support our students to be the very best they can be.

Purpose:

This policy aims to outline the schools response to supporting and encouraging students and their families to address attendance issues.

Our aim is to improve attendance so that opportunities to grow and develop academically, socially and emotionally are maximised for every student.

Implementation Strategies:

Teachers:

- Record student absences correctly using relevant absence codes. (See Appendix A)
- List students not in attendance each day as close to 9.00am as possible. Send this note to the office by 9.15am. A student is considered to be in attendance in the morning (or afternoon) if they have been present for two hours before noon or after noon. (See Appendix B)
- Develop a curriculum delivery model that all students can engage in through the use of data for planning learning programs.
- Implement powerful teaching strategies that support all students to achieve.
- Develop Individual Learning Plans in consultation with parents for students "at risk" or achieving significantly above the expected level.
- Embed school values in Start Up Program so that all children feel valued and respected.
- Celebrate and acknowledge student learning at assembly and in the weekly newsletter.
- Award Student of the Week certificates at assembly.
- Highlight activities for the week or next day prior to the end of the school day.
- Develop communication protocols between home and school to support attendance.
- Develop a Student Absence Plan for children whose parents have informed the school of an extended absence (Eg holiday overseas).
- Follow up unexplained absences by sending home absence notes or by making contact with the parent. Absences are to be explained in writing. (See APPENDIX C)
- After two days of unexplained absence follow up with a phone call to the parent.
- Where continued patterns of absence occur, inform the student wellbeing coordinator and provide documents.
- Contact at least one parent each week (phone, personal contact, diary, letter) to report positive behaviour. This applies to all families/students.
- Issue Student Attendance Certificates at the end of each term. These certificates celebrate attendance, link attendance to success at school and alert those parents to attendance patterns that are harmful to learning success.

Administration Staff:

- SMS daily messages to parents regarding lateness / non-attendance
- Cases 21 generated unexplained absence letters to be sent home at the end of each month requesting explanations for unexplained absences P-6.
- Attendance certificates issued to each child at the end of every term. Punctuality/attendance information to be downloaded from CASES 21 and issued to teachers.
- Record student attendance daily on the school attendance register system- CASES 21

Parents:

- Support your child to be punctual, arrive at school on time and to attend school daily.
- Limit absences by endeavouring to make medical/dental appointments (etc) for your child outside of school times where possible.
- Inform the school in writing of reasons for absence/absences and for any plans for extended absence.
- Read newsletters and class term overviews to be informed of events and learning occurring at school.
- Celebrate your child's Student Attendance Certificate at the end of each term.
- Inform the school if there are any reasons associated with your child's non-attendance and seek assistance from the school to resolve issues.
- Notify the school immediately if your child is ill due to an infectious disease such as mumps, chicken pox or measles.

Ratified Wednesday 11th May 2016.

Date of next review: 2019