

Albert Park Primary School

ATTENDANCE

POLICY

Rationale

Attendance at school is compulsory for students from Prep to Year 6. It is important that students attend school every day. Parents are required to notify the school with an explanation on the first day of absence before 9:00am. It is a requirement that teachers follow up attendance with parents, including prolonged and frequent absences as these impact on student wellbeing and learning. Parents who fail to provide an explanation for absences will be contacted by the Attendance Officer for an explanation.

Implementation

ROLL MARKING PROCESS

Attendance rolls:

- are an official (legal) document/record
- discharge the school's duty of care for all students
- are checked thoroughly by external enrolment auditors and DET.
- are to be marked accurately twice daily on eCASES.
- hard copy rolls are provided for marking for CRTs and if eCASES is unavailable.

When a classroom teacher is absent:

- where a Casual Relief Teacher (CRT) is employed a paper copy of the roll is in the Attendance folder in the classroom. This is taken to the office after each roll marking period and the data is entered by the Attendance Officer.

Marking the roll must be done promptly at:

1. 9.00 a.m. and
2. 1:55 p.m.

Absence codes are to be entered into eCASES for each absence by the classroom teacher.

Absence codes appear in a dropdown menu.

Only use these codes:

111 – Late Arrival
112 – Early Departure
200 – Illness/Medical
203 – Counselling
211 - Bereavement
500 - Unexplained
600 – Educational (approved holiday etc)
805 – Religious/Cultural
807 – Parent Choice

LATE ARRIVALS / EARLY DEPARTURE

- Students who arrive after the roll is marked at 9:00am will be marked as **unexplained** until an explanation is provided.
- Students who leave school after 1.55pm attendance roll will be recorded as **early departure**.

ABSENCES AND CONTACTING PARENTS

- Parents notify the school of an absence by :
 - completing an absence form at the office

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- leaving a message on the school phone absence line 96999090
- via the school email albert.park.ps@edumail.vic.gov.au
- On the first day of an unexplained absence, the school communicates with parent/caregiver via eCASES SMS at approximately 9:30am.
- If there is no response to the SMS, a telephone call will be made by the **Attendance Officer** to the parent/caregiver on the **third day** of unexplained absence.
- Teachers are expected to monitor students who frequently arrive late and follow up with parents.
- Teachers will also contact and follow up with parents for prolonged and frequent absences as these impact on student wellbeing and learning.

STAGED RESPONSE TO CHRONIC ABSENCES

1. **Unexplained absence** and worrying absence patterns **identified by classroom teacher where students may exceed 20 days per calendar year**
2. **Classroom teacher to discuss absences with the Assistant Principal**
3. The parent is invited to an **Attendance Meeting** with the classroom teacher, school councillor and/or Assistant Principal, where an IEP is developed.
4. Where improvement in attendance has not been established a referral to DET Regional Office will be completed by the Principal.

GUIDELINES FOR ATTENDANCE MEETINGS

Attendance Meetings are an effective way to engage and support individual students and their family.

- Organised with students with above average absence rates or unresolved patterns
- Should have current data
- Should ideally involve students, parents, the classroom teacher and school councillor and/or Assistant Principal
- Purpose is to review strategies initiated to support the student's attendance and to examine why non-attendance is occurring
- Should establish a shared understanding of accountability and strategies for improving the attendance of the student
- Should be supportive rather than disciplinary and should focus on solutions
- Important that there is transparent and immediate action on any problems identified by the parents and student
- Involve the student and/or parent in developing attendance goals within the Individual Learning Plan

Possible areas for discussion at an Attendance Meeting

Each meeting needs to focus on the individual student and the family/caregivers. There needs to be a balance between providing support whilst ensuring relevant guidelines are discussed.

POLICY STATEMENTS	SUPPORT STATEMENTS
<p>We are here today to develop/revise your child's Individual improvement Learning Plan with a focus on how attendance impacts your child's success at school.</p> <p>At our school we have high expectations for all students</p> <p>Our school has an attendance policy that states all children must be at school on time every day.</p> <p>The attendance data for your child is of concern and this is impacting on their learning and social development.</p>	<p>We recognise that family life is demanding and busy.</p> <p>Everyone in this meeting wants the best for your child.</p> <p>The school has a wellbeing team who can support you and your child to ensure they attend school on time every day.</p> <p>The school works in partnership with external agencies who can support you and your child to ensure they attend school on time every day.</p>

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We as a school are required to **report** to the Department of Education in relation to attendance concerns

We are here in this meeting to discuss **challenges** and to find possible **solutions**.

We will continue to **review** this Learning Plan and **further meetings** when required will occur.

The more information we **share** allows us to work in **partnership**.

The **classroom teacher** will remain in contact with you to **support** your child.

It is essential that the school and family work together in **partnership** to ensure we achieve the best outcomes for your child.

Related Policies

Student Engagement Policy

Student Collection Policy

Child Safe Code of Conduct Policy 2016 (standard 3)

Evaluation:

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

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

June 18th 2018

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