

ATTENDANCE POLICY AND PROCEDURES



HUNTFIELD HEIGHTS PRIMARY SCHOOL

Belief Statement

At Huntfield Heights Primary School we believe that all students have the right to be safe and achieve success in a caring environment.

We believe that students need to attend school regularly and arrive punctually in order to gain maximum benefit from schooling. Regular and full-time attendance (unless there is an exemption) enables children to access a full education and to reach their full potential.

General

Absenteeism is a priority for the Department for Education and Child Development (DECD). Any child who is at least six years old is of compulsory school age and is required to be enrolled at a registered government or non-government school. They must attend every day that instruction is provided at the school for the child, unless the Principal or Minister has granted an exemption from school attendance.

The responsibility for meeting this **legal** requirement rests with the parent/guardian. The responsibility for enforcing school attendance is with DECD. The department therefore has a **legal** responsibility to record and monitor attendance and take appropriate action to ensure students attend regularly.

Responsibility

Parent Responsibilities

- Children should arrive at school between 8.30 and 8.45 am
- Collect their child at 3.05pm every day
- Children should attend school on every day when instruction is offered unless the school receives a valid reason (eg illness).
- Parents/caregivers must provide the school with an appropriate explanation for the student's absence.
- Should a child arrive late, it is the parent/caregivers responsibility to take the student to the office at 9.00am and collect a late slip – to be given to the class teacher
- Students arriving after 8.45am or before 9.00am should go straight to the classroom where the class teacher will record their lateness on the yellow sheet
- Students who leave early should be signed out in the front office
- Complete an Exemption form for extended absences – apply for approval from the Principal.

Teacher Responsibilities

- Monitor student attendance and complete daily absence report and send to office after 9.00 am
- Record lateness, absence and reason for absence in red roll folder and send to office after 9.00 am each Friday
- EDSAS print out placed in red roll folder and returned to class teacher to verify and sign
- Signed print out returned to office by Monday
- Liaise with leadership around concerns over student absences.

Leadership Team Responsibilities

- Ensure that the EDSAS roll is accurately completed
- Follow up with planned interventions, strategies, home visits, phone calls
- Contact parents/caregivers if teacher is unable to contact parents (which may also include a brochure about the importance of attendance)
- Provide temporary exemptions as required for periods of up to one calendar month. Approvals to be documented on Exemption Form ED 175, signed by the Principal and kept in the student's file
- Exemptions exceeding one month or for permanent exemption are to be set out on Form ED175 and sent to School and District Operations
- Deputy Principal to conduct attendance runs twice termly or as required to track attendance, including that of ATSI students and those with disabilities and liaise with Attendance Counsellor if attendance issues are not resolved or if further support is required
- Deputy Principal to share attendance concerns with SRT twice termly
- Deputy Principal to liaise with The Smith Family scholarship coordinator regarding attendance concerns who will work with DP/ACEO to support families.

School Procedures

Teachers	Admin
Daily	
<ul style="list-style-type: none"> • Record attendance / absence daily of students in the class • Return completed roll sheet to the Front Office after 9.00am. 	<ul style="list-style-type: none"> • Enter student absences on EDSAS daily. • Record late arrivals and early departures on EDSAS. • Provide roll class sheet to class teachers before 8.40am each morning. • Call parents/caregivers to check absences daily • ACEO to follow up absences of ATSI students and if there are any patterns or concerns, refer to Deputy Principal.
Unexplained Absences	
<ul style="list-style-type: none"> • Follow up with Deputy to contact parents/caregivers if unable to make contact • When explanation is provided in writing, endorse the note and date it. 	<ul style="list-style-type: none"> • Amend entries on EDSAS as noted by teachers. • Pass on phone messages received regarding absences to relevant class teacher – dated.
Pattern of Irregular Attendance and Lateness	
<ul style="list-style-type: none"> • Notify Leadership of concerns • Keep records of any attempts to contact the parents / caregivers regarding attendance concerns • Work with parents / caregivers and support services to support regular attendance. 	<ul style="list-style-type: none"> • Liaise with Leadership to plan strategy to address concerns • Complete notification about abuse / neglect if necessary.

Definitions for High Risk:

Habitual Non-Attendance – where a student has five (5) or more absences per term. Alert re possibility of chronic non-attendance.

Chronic Non-Attendance – where a student is absent for ten (10) days or more per term. Analyse the absenteeism for follow up.

