

Attendance Policy and Procedures

Belief Statement

At Huntfield Heights School P-6 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 (DfE). 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 at school unless the Principal 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 DfE. The department therefore has a **legal** responsibility to record and monitor attendance and take appropriate action to ensure students attend regularly. DfE Attendance Target is 95%.

Responsibility

Parent Responsibilities:

- Children should arrive at school between 8.30 and 8.45 am
- Should a child arrive after 9.00am, it is the parent/caregivers responsibility to take the student to the office at 9.00am and collect a late slip.
- To provide the school with an appropriate explanation for the student's absence
- Students arriving after 8.45am or before 9.00am should go straight to the classroom
- To sign a student out from the Front Office for early collection
- Complete an Exemption form for extended absences – apply for approval from the Principal

Teacher Responsibilities:

- Monitor student attendance, record lateness, absence and reason for absence and record on EMS.
- Record attendance and absences on EMS twice a day.
- Liaise with leadership around concerns over student absences
- Converse with Front Office Admin around student non-attendance
- After 2 days of unexplained absences, phone call home to family.

Leadership Team Responsibilities

- Follow up with planned interventions, strategies, home visits, phone calls
- 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 DfE

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.

This Policy is to be reviewed in: June 2026