

MICKLEHAM PRIMARY SCHOOL

ATTENDANCE POLICY

SCOPE

This policy applies to all members of the school community at Mickleham Primary School.
This policy will be made available upon request

AUTHORISATION

This policy was adopted at **Mickleham Primary School** at the School Council Meeting ???

REVIEW DATE

This policy shall be reviewed on a **tri-annual basis** and updated if required.

INTRODUCTION

Mickleham Primary School is a friendly school with bright, inviting and exciting classroom environments. Opportunities are provided for all members of the community to be actively involved and included in the learning process. We develop respectful communication through our newsletter, website and the open, two-way conversations between families and school that inform each other of problems and achievements in a timely manner.

RESPONSIBILITIES

School attendance is a legal obligation of parents/carers, and schools must provide active support for full student attendance and retention. Students are expected to attend school daily unless reasonable and valid grounds exist for them to be absent.

Parent Responsibilities:

- Parents are responsible for ensuring children attend school regularly and are punctual each day
- It is the duty of the parent to notify the school of a student's absence on the first day back after that absence.
- Parents need to provide a written explanation to the school for each student absence
- Parents are expected to support their child's learning during consistent or prolonged absence
- Parents are required to sign their child in at the office and provide an explanation if their child is late to school, and to sign their child out and provide an explanation if their child is leaving early
- Parents are required to provide correct and up-to-date contact details for their child

Student Responsibilities:

- Students are required to attend school regularly and be punctual for all timetabled classes
- Students should discuss with their teacher procedures for catching up on any work missed through lateness or absence

Teacher Responsibilities:

- Teachers are required to electronically mark the roll twice a day, once in the morning within 1 hour of the start of the day and again immediately after the lunch break

- Teachers are required to accurately use codes and proformas to record student absences
- Teachers are required to ask for a written explanation for each student absence, and follow up absences according to the Absence Protocol
- Teachers need to date and sign absences notes prior to sending them to the office
- Teachers need to notify the CASES21 operator in advance of students attending excursions
- Teachers should regularly communicate to students the importance of attending school

Student Welfare Coordinator Responsibilities:

- The Student Welfare Coordinator is to identify and follow up student absences through analysis of attendance data
- The Student Welfare Coordinator is responsible for making telephone contact with parents/guardians of students who have unexplained absences or absences deemed unsatisfactory by the school
- It is the Student Welfare Coordinator's responsibility to provide information to the Principal to enable identification and support of students at risk of non attendance
- The Student Welfare Coordinator will support staff in the early intervention of all at risk students and support the progress of students at risk through liaison with classroom teachers

CASES21 operator Responsibilities:

- The CASES21 operator is responsible for updating absence codes as required
- It is the CASES21 operator's duty to generate and maintain class rolls
- The CASES21 operator is required to ensure every teacher has electronically marked their attendance roll prior to the end of the day
- The CASES21 operator is required to provide CASES21 reports regarding attendance to each teacher at the end of each month

Principal Responsibilities:

- It is the principal's responsibility to regularly provide information to the school community about the importance of attendance and to ensure that very clear attendance expectations are evident to students and parents
- It is the principal's responsibility to ensure the consistent implementation and review of policies and procedures and to encourage the development of policies and culture which encourage student engagement and attendance

STRATEGIES TO IMPROVE REGULAR ATTENDANCE

At Mickleham Primary we aim to have an average student absence rate of 13 days.

The following strategies have been developed to improve student attendance:

- Make "It's Not OK to be Away" part of all communication from the school
- Making the curriculum interesting and exciting so that students want to attend
- Follow up of irregular attendance and unapproved absences
- Expecting students to catch up on work missed
- Promoting regular attendance through regular classroom discussions on the importance of attending and how absences effect learning
- Better communicating "What's Happening" with the students so that they are looking forward to coming to school
- Regular articles for parents on the importance of attendance and the impact of absence on student learning
- Regular communication of the data relating to absences so that parents are aware of the issues
- Highlighting to parents what are acceptable reasons for student absence
- Requiring parents seek formal approval prior to taking students away from school for an extended family holiday (greater than 10 days)
- Better advertising to parents what is happening at school over the coming term as well as the term planners so that parents are aware of current curriculum
- Have students develop slogans for attendance that are then included on school correspondence

PROMOTING THE IMPORTANCE OF REGULAR ATTENDANCE

We acknowledge that if children are to reach their full potential then they need to maximise their learning through high levels of attendance. Our aim is to have a school environment where children want to be at school and demand to be on time.

We will actively promote the importance of regular attendance through:

- Regular newsletter items with a focus on the importance of attendance
- Including information about the importance of attendance in information packs, parent handbooks and information nights
- The addition of a slogan promoting attendance on all notes that are sent home

ABSENCE CODES

Teachers are to use the following absence codes to mark student non-attendance at school

111	Late arrival at school with parent / carer approval
112	Early departure from school with parent / carer approval
604	Excursion that is curriculum related
606	Camp
607	Other educational activity (Transition days)
802	Exempt (Prep transition start, dual enrolment, part time student)
904	Curriculum days, P/T interviews, planning days, student free day
200	Medical (certificate supplied)
201	Illness
203	Counselling (external)
205	Medical Appointment
206	Hospitalised
209	Dentist / Orthodontist
210	Welfare – custody problems, DHS / foster care intervention, court attendance
211	Bereavement (absence due to death)
400	In School suspension
401	External suspension
900	School Choice – student sent home but not suspended
702	Student is transferring to another school – paperwork not yet processed
800	Parent choice (visiting relatives, going shopping, family matters, family member ill)
802	Exempt – includes Prep attendance not required
804	Extended family holiday (over 10 days)
805	Religious / cultural observation
500	Unexplained absence
901	Industrial action
904	Curriculum, planning, report writing and student free days