



# ATTENDANCE POLICY

West Lakes Shore School understands and acknowledges the strong correlation between student learning, longer term life outcomes and attendance at school. It is, therefore, committed to maximising attendance and participation and minimising unexplained absence or lateness from school.

## Action

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- Establishing shared responsibility for attendance between students, parents/caregivers and the school.
- Developing yearly action plans to analyse data, set targets and assist in the management of the Attendance Policy.
- A student's attendance and lateness are aspects to be considered in the Student Review process and may become part of Individual Student Learning Plans.

## Responsibilities

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- **Parents and Caregivers** are legally responsible for ensuring school attendance of children between the ages of 6 and 17. Whilst it is not compulsory for children aged 5 to attend school, a child who is enrolled at school must attend every day. This includes:

- Ensuring children arrive by 8:45 and stay until dismissal at 3:15
- Explaining absences and lateness by note, phone call or in person

Where a child is absent from school, parents are requested to notify the school via the 24 hour phone in line (8449 7574) or provide written explanation of that absence.

Parents/caregivers of students who are absent for 3 days or longer are required to provide a doctor's certificate.

- Signing students in and out via the front office

Parents/caregivers of students who arrive late for school must ensure they have logged into the Incidental Absences system located in the front office. The printed receipt must be handed to the class teacher.

- Applying for exemptions for extended absence using DECD proformas.

Parents/caregivers of children who will be absent for an extended period of time *less than one month* must complete an Application for Exemption from School Enrolment/attendance (ED175) which will be considered by the Principal.

Parents of children who will be absent for an extended period of *4 weeks or more*, must complete an application form (ED 175) which is then forwarded to the Principal to be considered.

Parents/caregivers considering Home Schooling must ensure their child(ren) continues to attend school while Home Schooling approval is sought.

- **Students** are responsible for aspects of their own attendance. This includes:
  - Reporting to the front office when arriving late or leaving early.
  - Ensuring that notes to and from school regarding attendance and lateness are delivered.
- **Front Office Responsibilities**
  - Inform parents of their responsibilities in relation to their child's attendance at school. (via school newsletter, enrolment, transition opportunities and individual letters as appropriate).
  - The school will provide an environment which encourages success, enjoyment, safety, positive student/teacher relationships and a quality teaching and learning program.
  - Keep accurate, up to date records of each child's attendance and absences via the roll book for each class/year level group.
  - Monitor the school's 24 hour absence line.
  - For any unexplained absences the school will contact (phone or email) parent/caregivers for information.

- Collect and monitor roll data daily and input into EDSAS/DUX.
- At the end of each term a whole class absence report is generated for each teacher to check and validate that absences are correct.
- **Teachers** are responsible for the day to day management of attendance. This includes:
  - Recording absences using appropriate codes on the roll and sending them to the office by (9:00am) each day.
  - Managing data; eg adjusting codes as necessary, recording absence and lateness on report cards and providing commentary on lateness and absence for the Student Review.
  - Establish expectations and routines which encourage punctuality
  - Initiate home contact when a child is absent on the third consecutive day or when lateness or absence is unexplained or at an unreasonably high level.
  - Initiating investigation on matters of unreasonably high levels of absence and/or lateness.
  - All written explanations, replies, medical certificates and communication log are kept by the class teacher and / or school for a period of one year or as required.
- **School leaders** are responsible for whole school management of attendance and intervention as appropriate. This includes:
  - Ensuring that processes are in place to record, follow up and monitor student attendance.
  - Assessing the validated end of term absence reports and then make contact with parents/caregivers of students with poor patterns of lateness or attendance. The Principal will reinforce parent responsibility for attendance.
  - Developing and supporting strategies to improve attendance through an Attendance Action Plan.
  - Communicating with families about children with significant or unresolved absence or lateness.
  - Investigating and referring unresolved attendance issues to Region Attendance Counsellors.
  - Approving applications for temporary exemption from school attendance for up to one month.
  - Reporting to the community regarding trends for lateness and absence.

Please also note:

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- Roll books are a legal document; the information and data recorded must be accurate and prompt.

**High expectations, early intervention and consistency are key elements of a successful Attendance policy.**