



Attendance Policy

Research has shown that regular absence significantly impacts on learning. In fact, a child who misses ten days of each school term (whether for family, illness or other reasons) misses almost a full term of schooling in a single school year. If this pattern continues for the same child throughout Reception to Year 7, then by the time s/he leaves primary school, the amount of time lost will have amounted to 7 terms or almost two years of schooling. Evidence clearly tells us that persistent absence from school impacts negatively on all aspects of a child's development as a learner. We therefore believe that reducing absence (including lateness) from school is a priority.

DECD GUIDELINES AND LEGAL REQUIREMENTS

A child who is at least six years old but not yet sixteen is of compulsory school age, irrespective of distance from the school or whether the student has a disability or not.

These students are required to be enrolled at a registered or non-government school and must attend school on every day instruction is provided at the school for the child, unless the Minister has granted an exemption from school attendance.

Once five years old, enrol and start school, they are required to attend. The primary responsibility for meeting this legal requirement rests with the parent/guardian. The responsibility for enforcing school attendance is with the Department for Education. The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance. Birthdays, tiredness and non-completion of homework are not valid reasons for keeping students home.

WHAT PARENTS CAN DO?

- Talk positively about the school and show a keen interest in your child's learning
- Create an expectation that children attend school every day
- Plan evening and morning routines that enable children to complete homework, get notes and diaries signed, and complete any other preparation for the next school day
- Maintain regular bedtime routines and ensure that children have plenty of sleep in order to be fresh and rested at the start of each school day
- Ensure that your child arrives at school on time each day
- When your child is late for school, ensure that you have signed in at the Front Office and given an explanation for the late arrival
- Notify the school by phone (8598 4062) in the morning if your child is unwell and unable to attend school
- Write a brief diary note to the class teacher outlining the reason for the absence on the day the child returns to school
- If your child will be absent for several days then please talk with the class teacher (by phone or in person) to inform them and to discuss the situation and submit an exemption form

WHAT STUDENTS DO?

- Make sure that any notes or letters are handed to the class teacher at the start of the school day
- Negotiate extensions with the teacher
- Check that they are prepared for each school day and have everything they need to focus on their learning

PLEASE TURN OVER



RAPID BAY PRIMARY SCHOOL

WHAT WILL TEACHERS DO?

The teacher has responsibility for monitoring and documenting the attendance of each child in the class daily.

- Send home yellow absence note to parents
- Check diaries daily for notes regarding absence and regularly update reasons for absence in the roll book
- Ensure that the roll book has been completed and sent to the front office every Friday

WHAT WILL THE SCHOOL DO?

- Develop and implement an effective Attendance Plan to improve the attendance and learning outcomes of all students
- Monitor your roll book closely and when a student has been absent for a total of ten days in any term make appropriate enquiries
- Monitor the attendance of identified at-risk learners and analyse attendance data to evaluate trends and improvements
- Access the support of the Attendance Officer to support individual students to improve their attendance
- Contact parents of unexplained absent students each day

WHAT ACTION WILL BE TAKEN?

- Work with individual students in a supportive counselling role
- Visit students at home and consult with parents and/or caregivers
- Identify reasons for student non-attendance and make appropriate referrals
- Monitor student attendance and review progress where necessary

