



ROMSEY PRIMARY SCHOOL STUDENT ATTENDANCE POLICY

Rationale:

In accordance with the *Education and Training Reform Act 2006*, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted.

Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. It is important that children develop habits of regular attendance at an early age.

Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.

Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless:

- there is an approved exemption from school attendance or attendance and enrolment for the student, or
- the student is registered for home schooling and has only a partial enrolment in a school for particular activities.

A principal or regional director (depending on the circumstances) may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time.

For absences where there is no exemption in place, the parent/guardian must provide an explanation on each occasion to the school. The school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the *Education and Training Reform Act 2006*.

Romsey Primary School focuses on student engagement being the basis for learning and continues to build the understanding that full attendance is a key to engagement and maximises every student's ability to learn and our teachers' ability to teach effectively

Aims:

- To address student absenteeism to state means or below
- To accurately account for all student absences.
- To provide information/education for parents and students on the importance of education and full school attendance.
- To develop strategies for the identification of and early intervention for students who are at risk of developing poor attendance patterns.
- To provide support and strategies for parents, students and teachers to improve student attendance.
- To inform families about the changes to Education, Training and Reform Act of 2006 regarding compulsory school enrolment attendance.

Goals:

- To engage and maximise every student's ability to learn
- To maximise teacher's ability to teach effectively
- To ensure children attend school every day
- To ensure that children consistently arrive at school on time to begin learning at 9.00am
- To communicate to our community the importance of the link between punctuality and attendance and maximising our children's ability to learn
- To encourage parents/carers to seek advice from the class teacher or Assistant Principal about getting their children to school on time for every school day

Implementation:**The school's responsibility is to:**

- Maintain attendance records, including daily, attendance, lateness records and store explained absences' notes
- Promote regular attendance by all members of the school community
- Remind parents of the importance of punctuality
- The school will monitor and follow up on unexplained absences
- The office will call families for clarification of unexplained absences
- Provide information for parents/care givers that education is a sequential process and that absences can mean students miss important stages of learning
- Promote the philosophy of "Every Day Counts" and "It's Not Great to be Late"
- The school will provide pro-forma absence/lateness notes in the office and on-line through Sentral
- CASES 21 data will be used to record attendance and data will be reported to School Council.
- The principal/delegate will ensure parents of students with high levels of unexplained or unapproved absences or lateness's are contacted, with the view to developing and implementing strategies to minimise absences.

Parents/Carers responsibility is to:

- Ensure their child attends school every day and is on time consistently; this includes remote learning through platforms such as Google Classroom,
- Advise the school by telephone, use of Sentral, email or in writing as soon as possible when their child is absent or late to school
- Advise the Principal/ delegate if they need support to get their child to school on time for every school day
- communicate with their child's teacher/office to advise them of the dates and duration of extended holidays

The student's job is to:

- Come to school every day that the school is open, unless they are ill
- Arrive at each class on time and be ready to learn
- Provide their teacher with a note from their parent/carer explaining their absence on returning

Guidelines:

- Student attendance will be accurately recorded on class rolls using Sentral or paper roll by teachers/CRT's in the morning and afternoon. Emergency situations/drills will also use a roll if and when necessary.
- Attendance will be entered onto CASES21 by office administrators
- All absences are to be accounted for by either verbal or written communication.
- The following Reason codes should be used in class rolls:-

111	Late	300	Truancy	610	School Production
112	Early Departure	400	Suspension/In School	606	Camp
201	Illness	401	Suspension/External	800	Parent Choice
205	Medical Appointment	500	Unexplained	802	Exempt/Preps/Yr 6 Transition
211	Bereavement	600	Educational	804	Extended Family Holiday
		604	Excursion	901	Industrial Action

- Notes will be collected by the classroom teacher and filed on a daily basis in the roll.
- Students departing from the school for appointments or illness must be signed out at the register in the office.
- Attendance issues should be referred to the Principal/Assistant Principal.
- Attendance targets are to be determined from the Annual Report absence data.
- The importance and benefit of school attendance will be promoted to students and their families through strategies such as newsletter articles and parent meetings.
- Student attendance will be reported to students and families on mid and end of year reports.
- Proactive strategies will be implemented to identify and follow-up students with unsatisfactory attendance.
- The Business Manager will provide absentee notices to classroom teachers to deliver to students with no explanation of absence/s.
- Dependent upon discussions with Assistant Principal, a meeting with parents/carers will be convened if nonattendance is persistent and is deemed to be placing a student at risk. Classroom Teacher, Principal, Assistant Principal and Parent/Carer will be in attendance at this meeting.

- Where a student has been absent from school on a least five full days in the previous 12 months, and the parent has not provided a reasonable excuse for these absences and measures to improve student attendance have been undertaken by the school and have been unsuccessful, the principal can exercise their discretion to refer the matter to the School Attendance Officer for further action. School Attendance Officers can then issue a School Attendance Notice to the Parent giving the parent the opportunity to provide reasonable excuses for these absences. Failure to comply with this Notice may result in the issue of an Infringement Notice, which carries with it a penalty of approximately \$70.
- Regular reviews of attendance rates will take place and parents will be contacted for unexplained student absenteeism over this period.

Evaluation:

This policy will be reviewed as part of the school's three-year review.

Date Ratified by School Council: December 2020

Review Date: October 2023