Attendance Procedures:

Our aim is for all students to have an opportunity to access the curriculum. Chronic absenteeism and lateness do have an impact on student’s ability to do this. Our task is to assist in removing the barriers to student attendance and punctuality.

**ABSENCES:**
Class teachers are to mark the roll daily. If a student is absent then the roll will need to be marked initially with a U until the reason for the absence has been confirmed.

Confirmation may only come from the parent/caregiver of the student either in person, by phone or by letter. If a student is absent for three days without notification, the class teacher is to contact the home contact number. It is a good opportunity for class teachers to stress their concerns. Information about the contact made should be recorded on proforma and kept in roll book. If class teacher is unable to make contact, please ask front office to make contact. If no contact can be made, a letter (Appendix A) is to go home by post after three days requesting a written explanation for the absence. This letter will be from the Leadership Team, so staff will need to inform the Principal of the actions already taken.

Each week the Leadership Team and front office will discuss issues related to the students whose absence is of concern. (If there has been no contact with the family over two weeks a referral will be made to DECD Attendance Officers). Staff should inform Principal/Deputy Principal of extenuating circumstances.

Students who have frequent absences, yet the school is contacted on most occasions, may also need to be referred to DECD Attendance Officers. Contacting DECD Attendance Officers should only occur after the school has attempted to inform the family of their concerns.

**LATENESS:**
Lateness is defined as any time after 8.50am. All students who arrive late will need to present to the front office. Office staff will record the lateness in the Late Student Folder and will fill out a late slip for the student to present to the teacher who will then mark the roll with the appropriate code.

The Leadership Team and Front Office staff will check these records on a weekly basis. A letter will be sent to the parent/caregiver of any student who has been
recorded as being late more than 3 times in a fortnight (Appendix B). If the situation continues, a referral will be made to DECD Attendance Officers.

Students under the age of 6 are not legally required to attend school. However, some students who are regularly late or absent are establishing a habit which is difficult to break. For this reason a letter will be sent to the family. (Appendix C)

Any extenuating situations should be discussed with the Principal or Deputy Principal.

APPENDIX A:
Dear Parent/Caregiver,

Your child __________________________ has been absent from school for more than three days without notification. Our attempts to contact you by phone have not been successful. As you are aware, we are required by DECD to record all student absences and in particular, unexplained absences.

While I understand that there may be a legitimate reason for the absence, would you please contact the school either in writing or by phone so that we can amend our records before informing DECD.

If you having difficulty with ensuring the attendance of your child and would like to discuss this, please feel free to contact the school.

It is important that we work together to ensure that all students have the best possible chance to be successful at school.

APPENDIX B:
Dear Parent/Caregiver,

On checking our records, I note that your child has been late more than three times this fortnight.

In the mornings, students are able to interact with their peers and are given their instructions in preparation for the school day. If they are late, they miss this vital part of the day. It is also important that students see that punctuality is important.

Of course, there are sometimes when there is quite a legitimate reason for lateness, however, we would like to work with you to ensure that your child is on time, if possible.

If you are having difficulty in ensuring that your child does arrive at school on time and would like to discuss this, please feel free to contact the school.
APPENDIX C:
Dear Parent/Caregiver,

While your child is not legally of school age, I note that there is a pattern of him/her coming to school late or of being absent without reason.

It is important that once students begin school, that they establish a positive attendance pattern and that they are able to participate in all aspects of the curriculum.

In the mornings, students are able to interact with their peers and are given their instructions in preparation for the school day. If they are late or absent, they miss this vital part of the day. It is also important that students see that punctuality is important.

Of course, there are sometimes when there is quite a legitimate reason for absences or lateness, however, we would appreciate a phone call to inform us.