

John Henry Primary School Attendance & Monitoring Policy

Rationale:

The DET guidelines on student attendance set out the school's responsibility to manage student attendance and states that all students enrolled in government schools must attend on a full time basis unless absent with the authority of the school. John Henry Primary School believes attendance is intrinsic to educational opportunity and this policy acknowledges that attendance depends on active cooperation between school, parents/caregivers and the student. It outlines the procedural requirements for supporting and managing student attendance.

Aims:

- To monitor and to improve student attendance at school.
- To raise awareness of the value of attending school in the community.
- To establish school protocols of student attendance.

Implementation:

- Establish an expectation that students attend school on a regular basis by developing checks on attendance patterns.
- The school community is to be reminded in the newsletter about the value of student attendance and the processes employed at the school for monitoring attendance.

Staff action re Absences

- If parents do not provide a reason for student absence, print out a past absence note from the electronic roll for parent to complete.
- On the third day of three consecutive absent days make a phone call home.
 - If the parent/carer says they are having trouble getting child to come to school (refusal, anxiety etc. – offer them the support of the Student Attendance Support Program which the school can do a referral to through Connections) If parents agree to support then email the Primary Welfare Officer to organise paperwork.
- In week 4 and 8 of each term Administration staff to print out past absence letter asking parents to provide explanation for dates of absenteeism.
- When absences reach 50%, email Primary Welfare Officer for a copy of a letter to be sent home from school regarding importance of attending. The Primary Welfare Officer will then make a copy and place in the students file. Staff to make note on COMPASS that letter has been sent.
- Class teachers will be responsible for amending their class rolls to reflect the explanations for absences.
- Students arriving after 9 am will be required to go straight to the office to get a late pass before admittance to the classroom. Wherever possible, office staff will enter the late arrival on the class roll; however it is the class teacher's responsibility to ensure that the student's AM and PM attendances are accurately recorded.
- If the child arrives between 10 am and 12 noon, the child must be entered as absent for the morning and a note of explanation required should be sought from the parents. ***N.B. Late arrival codes must not be used for these entries.***
- Students leaving early must be signed out in the Early Departures book in the office recording reason for early departure by a parent or nominated adult prior to the student's release from the classroom. Teachers will be responsible for recording the reason for early departures which occur before 2 pm.
- Student absences and late arrivals will be noted on mid and end of year Student Reports.

- Annual Report statistics will be noted by the Leadership Team and if there are cohorts of children above the state average in absences, procedures will be reviewed and further investigations will take place to determine causes.
- Administration staff will print out regular CASES reports so that the class teachers can examine the reports and look for trends.
- Class teachers will monitor late arrivals and discuss these with parents. Continued late arrivals will be referred to the Primary Welfare Officer for follow up with parents.
- In case of poor attendance, the Assistant Principal will consult with the Primary Welfare Officer and teacher and review attendance records to decide upon the strategies to be employed. As truancy is often indicative of other problems including engagement and family issues, the support strategies employed by the Assistant Principal will be determined on a case-by-case basis. However, they may include:
 - Initial telephone contact with parents.
 - Counselling sessions for parents and/or students.
 - Home visits
 - Formation of a support group
 - School attendance as a prerequisite to extra-curricular activities
 - Attendance records.

Evaluation:

This policy will be evaluated as part of the school's three review cycle or as deemed necessary by the Leadership Team.