



Attendance 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 co-operation between school, parents/carers and the student. It outlines the procedural requirements for supporting and managing student attendance.

Aims:

- To monitor and 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:

- Staff to send an 'absence chronicle' at 10.30am for all absent students who do not have an absence note on Compass.
- On the third day of three consecutive absent days, staff are to make a phone call to home. If the parent/carer says they are having trouble getting the 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 Uniting. If parents agree to the support, staff are to email the Wellbeing Co-Ordinator to organise paperwork.
- In Week 4 and 8 of each term, Administration staff are to print out past absence letter asking parents to provide explanation for dates of absenteeism.
- Students who have less than 80% attendance will be supported with an attendance plan.
- When absences reach 50%, email Wellbeing Co-Ordinator for a copy of a letter to be sent home from school regarding importance of attending. The Wellbeing Co-Ordinator will then make a copy and place in the student's 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 9.30am will be required to go straight to the office to sign in 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 10.00am 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. **Late arrival codes must not be used for these entries.**
- 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.
- In case of poor attendance, the Wellbeing Co-Ordinator will consult with the 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 Wellbeing Co-Ordinator will be determined on a case-by-case basis. However, they may include:
 - o Initial telephone contact with parents;
 - o Counselling sessions for parents and/or students;
 - o Home visits;
 - o Formation of a support group;
 - o Attendance records.

Communication:

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

1. Policy Review and Approval:

This policy was ratified by our School Council November, 2016 and will be reviewed annually by the First Aid Officer.

Policy last reviewed -	21 st February, 2021
Approved by -	School Council
Next scheduled review date -	21 st February, 2022