

Attendance Policy

Introduction: This policy details how the school meets its compliance and duty of care requirements regarding the collection and monitoring of attendance data of the students

Scope: This policy is operations directed. WBPS academic and administrative staff have responsibilities under this policy. This policy will be reviewed and amended every two years, or as required. (*See below for policy review dates*)

Related Legislation / Guidelines: School Education Act 1999; School Education Regulations 2000; Registration Standards and Other Requirements for Non-Government Schools January 2024 (or most current version); Improving Attendance: a resource package for schools.

Policy Statement

Under the *School Education Act 1999*, parents of children of compulsory school age are responsible for ensuring their children attend school on each day the school is open for students. Woodbury Boston Primary School is required to keep attendance records for each day, showing “whether each student attended, or participated in an educational programme of the school or, in the alternative, or failed to attend or participate”. [*School Education Act, s.28*]

The school is obliged to check that each student is present at school each day. If a student is absent, parents must be made aware and must provide a valid reason for the child’s absence.

Woodbury Boston Primary School academic and administrative staff members are required to follow the school’s attendance procedures. These procedures ensure that the attendance of all enrolled students is monitored and students with attendance issues are identified. These procedures also help staff members work with parents/carers to improve student attendance rates as appropriate.

Last reviewed: February 2024
Endorsed by GB: February 2024
Next review due: February 2026

Attendance Procedures

The following procedures are to be followed for all enrolled students from Kindergarten to Year 6.

Daily Routine

Classroom adults check student attendance twice daily (at the beginning of the school day, and immediately after lunch) against the class list. Immediately after the attendance is checked each morning, the list of absentees is taken to the administration staff for any absences to be noted on the attendance register on the school database. Should there be any new unexplained absences when attendance is checked after lunch, a classroom adult must notify administration so they can follow up with parents/carers.

Student Absence

Should a child be absent from school for any reason without prior notification, the parents/carers are requested to contact the school before 9.00am on the day of the absence. Administration staff members record the reason for the absence on the attendance register on the school database.

The administration staff will attempt to contact all parents/carers of students who are absent without notification, to advise of the absence and ask for a reason.

If a child is absent for more than two consecutive days without notification or a valid reason, the classroom teacher will attempt to contact the parent to determine the cause of the absence and offer assistance in restoring regular attendance if required.

Students With Poor Attendance

A student's non-attendance becomes a cause for concern when it begins to impact on the student's learning, health, and well-being outcomes.

If a student's attendance rate is a cause for concern, the classroom teacher or the Principal will contact their parents/carers to discuss the issue. This discussion may include:

- The immediate impact of the absences on the student's school progress, relationships and wellbeing,
- The potential future impact on the student of a 'culture of habitual non-attendance',
- Ways in which the school can assist in improving the student's attendance rates,
- Consequences for the parent/carer of continued student non-attendance.

If the poor attendance does not improve, the Principal may contact the Attendance Officer at the Area Education Office for further assistance and guidance. A report may be made to the Department for Communities — Child Protection and Family Services if appropriate. Continued absence may result in termination of enrolment.

Student Late Attendance

Should a child be late to school for any reason, the parents are requested to contact the school before 9.00am on the day of the late arrival.

Student Illness during the School day

If a child feels ill or is injured during school time, the teacher or education assistant will assess the situation, and if necessary, contact the parents and arrange for the child to be collected.

If immediate medical treatment is required, the school will attempt to contact the parents, however the school will continue to seek medical assistance, even if the parents cannot be contacted.

Student Absences for holidays or other reasons during term time

Students are required by law to attend school every day that the school is open for instruction (*Education Act 1999*). Thus, the school asks that families schedule travel arrangements during holiday periods to avoid any disruption to the learning routines of their children.

Any plan to remove a child from school for an extended period during the school term, for any reason whatsoever, must be advised in writing to the Principal at least one month (30 days) before the planned leave time.

The school is unable to approve extended absences from school during term time. If a parent chooses to remove a child for an absence of up to a term (10 school weeks), provided the student's school attendance rate up until the time of leave has been at least 90%, and the leave is notified in writing at least one month before, the student will remain on the enrolment record of the school. Normal school fees will be charged for the period of absence.

The school is not required to provide extra or catch-up work when leave is taken. However, where possible the students / parents are encouraged to approach their teachers for advice regarding keeping up with the relevant curricula prior to the commencement of the absence.

For extended absences of more than two weeks, it is essential that parents / carers provide home tuition whilst the child is absent and that formal extra-curricular tuition is accessed upon return. This will assist the student to catch up academically. The school cannot be held accountable if the child falls behind due to an extended absence.

If a student will be absent from school for more than one term (10 school weeks), parents / carers will be required to enroll the student in another education institution for the duration of the leave; either home schooling, distance education, or another school. There is no guarantee that a position at Woodbury Boston will be available on the student's return from leave.

Students leaving the school grounds during school hours

Students are not to leave the school premises during the school day unless they are collected by a parent or guardian, or parental permission is received in advance. If an adult other than the parent or guardian is to collect the student, the parent must contact the school to give permission for that person to collect the student. If the school is not satisfied that the student will be safe, or parental permission has not been received; the child will not

be permitted to leave. When a parent/carer (or other adult for whom permission to collect the child has been received) arrives to collect their child, they are required to 'check in' with administration, so a record of the student's departure can be made on the attendance register on the school database.

Student Tracking System (STS)

When a student unenrolls from the School and a transfer note from another educational institution is not received, or a student is absent without notification for more than 20 school days, the student is known as 'missing'. If a student is missing and the parents cannot be located, the school will attempt to contact the student's emergency contacts, visit the last known home address of the student (if convenient), and attempt to contact known relatives and peers.

If a student cannot be located despite all reasonable attempts, then they will be referred to the Student Tracking Service Officer at the Area Education Office.