

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 2018 (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 child/ren is/are attending school on a daily basis. Woodbury Boston Primary School is required to keep attendance records for each day, showing “whether a student attended, or participated in an educational programme, or failed to so attend and participate”.

The school also has a duty of care obligation to check that a student is at school each day, and if the student is absent, that the parent is aware of the child’s whereabouts, and a valid reason or explanation for the absence has been received from the parent/carer.

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, students with attendance issues are identified, and help staff members work with parents/carers to improve the attendance rates of these students.

Last reviewed: March 2018
Endorsed by GB: March 2018
Next review due: February 2020

Attendance Procedures

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

Daily Routine

Student attendance is recorded twice daily (at the beginning of the school day, and immediately after lunch) in attendance registers kept and maintained by the classroom teachers.

Immediately after the attendance is recorded each morning, the attendance registers are taken to the administration staff for any absences to be noted on the school database, and then returned to the classroom. Should there be any unexplained absences when attendance is checked after lunch, administration is also notified so as to follow up with parents/carers.

Student Absence

Should a child be absent from school for any reason without prior notification, the parents/carers are to contact the school before 9.00am on the day of the absence.

Administration staff members record the method of contact and the reason for the absence 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 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 learning, health and well-being outcomes of the student.

If a student's attendance rate is a cause for concern, their parents/carers will be contacted 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 attendance rates; and
- Consequences for the parent/carer of continued 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 deemed 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 required to contact the school by telephone 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 aide will assess the situation, and if necessary, the staff member will 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 / children 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 the parent chooses to remove the 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, and normal school fees will be charged for the period of absence.

The school is not required to provide extra work 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 their classes prior to the commencement of the absence.

For extended absences of more than two weeks in duration, it is essential that home tuition is provided whilst absent and that formal extra-curricular tuition is accessed upon return, to enable the students to catch up. It is important to note that the school cannot be held accountable if the children fall behind.

If a student will be absent from school for more than one term (10 school weeks), that student will be removed from the school enrolment record, and will be required to be enrolled in another education institution for the duration of the leave, either home schooling, distance education or another school. There is no guarantee that an enrolment place at this school 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 writing. If an adult other than the

parent or guardian is to collect the student, the parent must contact the school to give permission. 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 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, and the attendance database amended if required.

Student Tracking System (STS)

When a student unenrolls from the School and a transfer note from another educational institution is not received, or 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.