TEA TREE GULLY PRIMARY SCHOOLS

ATTENDANCE POLICY

GENERAL

A child who is at least six years old but not yet sixteen is of compulsory school age and is required to be enrolled at a registered government or non-government school, irrespective of distance from the school and must attend on every day instruction is provided for the child, unless the Minister or Principal has granted an exemption from attendance. (Applicable from 01/01/03)

(Once enrolled children under six years of age and who are not under compulsion are required to attend school for the entire day that school is open for instruction.)

WE BELIEVE

- That students need to attend regularly in order to participate fully and gain maximum benefit from schooling including both academic and social aspects.
- Parent attitude to regular and on time attendance is paramount in avoiding future truancy.
- Successful students are well organised and start the day on time.

RESPONSIBILITIES

Parent responsibilities

- Getting their children to and from school.
- Ensure children are not dropped at school until 8.30am unless they are attending before school care.
- Ensure children attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg illness).
- Ensure students attend school from 8.55am to 3.15pm on each school day.
- Notify the school of all student absences by phone or by sending a note. A written explanation is required if the child is away longer than three days. For some extended absences teachers can arrange for work to be sent home.
- Notifying office staff when collecting students before 3.15pm and signing the student out. You will be given an early dismissal slip to give to your child’s class teacher.
- Ensure that when the student is late for school an explanation is given as to the reason for lateness. There is a late sign in folder at the front desk. Once signed in the student will be issued with a late card to give the class teacher.
- Ensure that if students can not be picked up by 3.30 pm the front office staff is contacted so that the student is given a message to go to Out of School Hours Care.
- Ensure that the Principal is informed of any cases of temporary absences of up to twelve months (eg overseas holidays etc.) via the Application for Exemption from School Form (ED175), available from the front office.
Teachers’ responsibilities

- Monitor each child’s attendance.
- Accurately record attendance and all information required on EDSAS roll sheets. Send to front office by recess each Friday.
- EDSAS records detail lateness and the reason for being late. This information needs to be on the roll sheet in order for front office staff to accurately enter the data.
- Contact home on the third day of unexplained absence. Record explanation.
- Identify and closely monitor attendance of students at risk and inform Leadership of poor attendance.
- Endorse medical notes and certificates when received.
- Complete appropriate school proformas and departmental attendance forms.
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.

Leadership responsibilities

- Ensure attendance procedures are used R-7 and information is recorded accurately.
- Check EDSAS Attendance data twice a term. (Deputy).
- Leadership will complete the letter regarding the unexplained absences if initial teacher /parent contact has not resolved the concern.
- Leadership/teachers document interventions, strategies, phone calls and include in the student’s file.
- Involve other support personnel if required.
- Meet regularly with staff regarding children at risk.
- Ensure parents and students are informed of attendance procedures.
- The Principal, in consultation with the teacher, will refer to an Attendance Counsellor on an ED171 form if attendance issues are not resolved.
- Develop and implement an attendance improvement action plan.
- Principals have delegated authority from the Minister to approve applications for temporary exemptions from school attendance for periods of up to twelve calendar months. Parents / Caregivers should apply in writing (ED175) and Principals should also advise approvals and non-approvals on school letterhead. Copies of such advises are to be retained in school files, together with applications and are to be made available to appropriate department offices as required.
- All applicants for temporary exemptions and for permanent exemptions are to be submitted using the Application for Exemption from School form (ED175).

Students’ Responsibilities

- Attend school from 8.55am to 3.15pm on each school day.
- Report to the front office if arriving after 9.05am to sign the late sign in folder and to receive a late card to give their class teacher.
- Ensure notes to and from school are delivered to parents/ staff on time.
- Remind parents / caregivers to contact the school with an explanation for the absence.
TEA TREE GULLY PRIMARY SCHOOL
ATTENDANCE PROCEDURES

ABSENCES

If a student is absent for one day:

- Parents must notify the school by phone, in person or by sending a note.
- Teachers will record the explanation and/or non explanation on their roll sheet.
- If a regular pattern occurs e.g. (absent most Fridays) teachers will contact parents to inform them and to ascertain the reason for the absences if unexplained.

If a student is absent for three days or more:

- Parents must notify the school by sending a written note.
- If parents require work to be sent home, notify the class teacher to negotiate.
- Class teachers will contact parents if the student’s absence is unexplained.
- If ongoing lengthy periods of unexplained absences continue to occur senior staff will notify parents in writing and/or our attendance officer, who may contact parents if necessary.

If a student needs to be exempted for up to twelve months:

- Parents need to contact and advise the Principal of their plans (e.g. overseas holiday during school term, home schooling, etc).
- The Principal can approve time off school for up to twelve months.
- Work can be supplied if requested or as recommended by the teacher.
- Parents need to ensure that the Principal is informed of any cases of temporary absences of up to twelve months (e.g. overseas holidays, etc.) via the Application for Exemption from School Form (ED175), available from the front office.

LEAVING SCHOOL EARLY

If a student leaves school before 3.15pm:

- If a student is collected by a parent or caregiver they will need to inform front office staff and sign students out before collecting their child from the classroom.
- Once the early dismissal folder has been signed parents/ caregivers will be given an early dismissal card to give their classroom teacher.
- Teachers need to return all cards to the office each day.
- Teachers to record details on roll sheet.
ARRIVING LATE AT SCHOOL

If a student arrives after 9.05pm:

- Students need to report to the office before entering the classroom.
- Students or parents need to sign the late sign in folder and receive a late card.
- Students need to give the late card to their class teacher when entering the class.
- Teachers need to record lateness on the roll sheet and also record the reason for the lateness.
- Teachers to return late cards to the office each day.

OFFICE PROCEDURES

The front desk person will:

- Assist parents and students when signing late or early sign in /out folders.
- Receive roll sheets every Friday by recess time.
- Enter data into EDSAS on receipt of all roll sheets.
- Provide a new roll sheet to teachers on receipt of their completed one.
- At the end of weeks 5 and 10 provide teachers and Leadership with an attendance summary sheet to check for any patterns of student absence, late arrivals or early dismissals.

STUDENTS AT RISK

If a student has established a pattern of absences, late arrivals or early dismissal they are considered to be at risk.

- Teachers will identify students at risk and monitor their attendance.
- Teachers may provide information to the student learning team to consider with other data collected (e.g. learning data).
- Leadership and teachers will meet regularly to discuss action in relation to students at risk and this will be documented.
- The school will attempt to contact parents to discuss or offer support.
- An Attendance Counsellor will contact parents if necessary.