

Attendance Policy

St. Georges Rd. Primary School



Rationale:

It is essential for students to attend school on a regular basis to achieve maximum learning potential. Students have the best chance at achieving at school by being at school before the start to the day, ready to learn at 9:00 am and remaining at school until 3:20 pm daily. Illness and exceptional family circumstances are acceptable reasons for absence and lateness. Cooperation between school and home is vital to ensure every child has the greatest opportunity for achievement in their primary years.

Implementation:

- Electronic Attendance rolls will be marked daily and student absences noted and sent to the office.
- Daily absence reports will be monitored in the main office for tracking student absences.
- Weekly absence reports will be collated by administration staff, for Family Liaison Officers, Assistant Principals and Principal to act on.
- Arrival of late students must be reported to the office. Students will take a late pass to the teacher.
- When students are absent, the school must be notified by the parents/guardians either in writing, in person or by telephone.
- Students are expected to be in attendance before 9:00 am unless notified by parent/guardian.
- Students are expected to be in attendance until 3:20 pm unless notified by parent/guardian.
- Parents who are withdrawing students from school in school hours must attend the office and sign their child / children out. (Family appointments are encouraged to be made out of school hours so as not to interfere with student learning time).
- Designated staff will follow up persistent absenteeism and lack of punctuality by phone, home visits or by mail. See Attendance Procedure attached.
- Under new DET laws implemented in March 2014, persistent absenteeism can lead to parents being fined for not sending students to school without an acceptable reason.
- Throughout each term, at regular intervals, the Principal will send a 'Please explain letter', to families whose children have had consistent unexplained absences or lateness or a Student Support Group meeting will be arranged.
- Students with 95% or above attendance rates each semester will be acknowledged with Attendance Awards.
- The twice yearly school report will note the number of days absent and days late.
- The Attendance Policy & DET *Every Day Counts* Information sheet will be sent home to parents annually and will be included in Transition and Information Packages.
- Regular Attendance updates will be communicated at assemblies, in the newsletter and on the school's website.

Evaluation:

- Weekly Attendance monitoring system (CASES and leadership team monitoring)
- School Level Report: Attendance Data
- This policy will be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council in **May 2017**

Review:
May, 2020

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St Georges Rd Primary School Attendance Strategy

1. Rolls are marked by 9:30 am.
2. Office Administrator goes through the late book and phone messages to code the CASES attendance records appropriately.
3. Family Liaison Officers monitor punctuality and attendance daily.
4. Each Friday hard copies of Weekly Attendance data are given to the SEW Assistant Principal (Anglo student attendance) and Family Liaison Officers (Koorie, Arabic and Afghani attendance data) by 10:00am. Data is monitored to identify absences of 2 days or more in that week; reoccurring absenteeism of 1 day or more over a series of weeks. Phone calls are made to families with unexplained absences as per the Attendance Procedure Flowchart attached.
5. Follow-up actions are determined at Monday morning leadership meeting -this includes additional phone calls, family meetings, home visits, development of personalised attendance strategies, formal letter and warnings leading to pecuniary measures or referral to outside agencies.
6. Excellent Class Attendance is acknowledged at Monday Assembly and in the weekly newsletter, with awards given to the best performing class. The class with the most improved attendance for the week will also be acknowledged.
7. End of semester attendance and late to school data is included in reports to parents.

Appendices to Attendance Policy.

1. DET - Every Day Counts
2. Attendance Procedure Flowchart

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EVERY DAY COUNTS

In primary school, some students **miss** on average **3 weeks** of school **per year**. That's **half a year** of school by the end of **year 6**.



Going to school every day is the single most important part of your child's education.

For more information and resources to help address attendance issues, visit:
education.vic.gov.au

Department of Education and Training



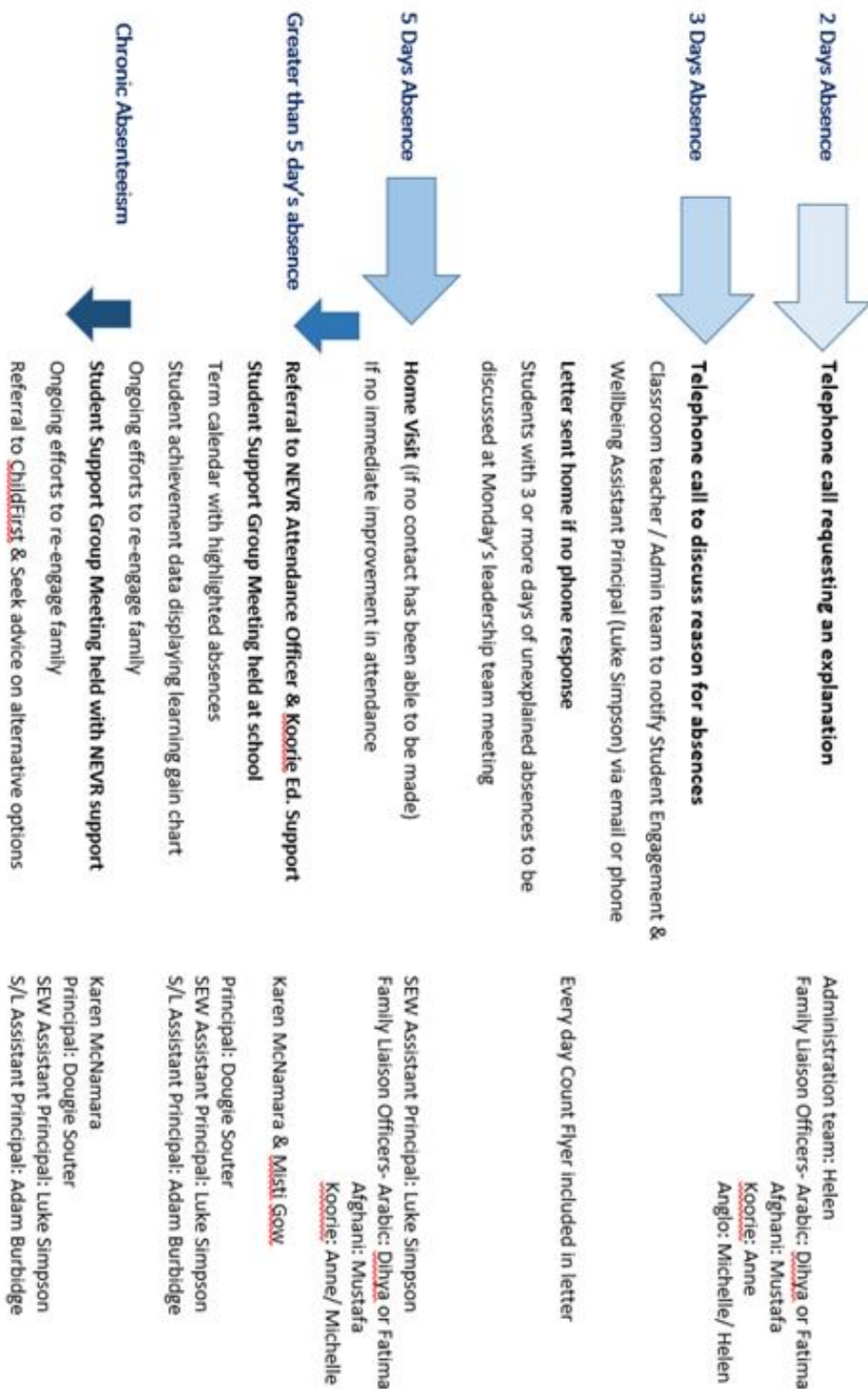
References:-Victorian Government Schools Reference Guide -
http://www.education.vic.gov.au/management/governance/referenceguide/management/6_28.htm
http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_6.htm

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St Georges Rd Primary School Attendance Procedure 2017



References:-Victorian Government Schools Reference Guide -

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