



## ATTENDANCE POLICY AND PROCEDURES

### FLINDERS PARK PRIMARY SCHOOL

Flinders Park Primary School believes schools should provide a safe, success-orientated and caring environment. We believe that attendance is the prerequisite for student participation, retention and achievement.

We are committed to maximising attendance and minimising absence or lateness from school.

#### Responsibilities

##### Parents/Caregivers :

- Are legally responsible for ensuring regular school attendance of children between the ages of 6 and 17.
- Will ensure children arrive at school between 8.30 and 8.50am.
- Will ensure children attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg illness).
- Will provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter or telephone call from a parent/caregiver or a medical certificate - after three days a written explanation is required.
- Will explain the reason for lateness. Students who are late must sign in at the front office.
- Must let the school know if an extended absence is likely or if the school needs to arrange work at home for students.

##### Teachers will :

- Monitor each child's attendance.
- Record absence using the appropriate codes on roll and send to front office each morning
- Contact home on third day of unexplained absence or a pattern of absence or lateness via letter for explanation or phone call.
- If after contacting parent/caregiver and there have been no changes, alert the leadership team via the Student Non-Attendance and Lateness Checklist.
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.
- To support punctuality and attendance staff will teach the importance of punctuality, persistence and organisation in student learning and achievement.
- Record attendance on student folders

##### Leaders will:

- Ensure that the roll is accurately completed.
- Complete the letter regarding the absence/lateness of a student and provide for the teacher to send home to parent/caregiver.
- Meet with the family if the pattern continues and document interventions, strategies, communication and improvement plans, and will include in student's file.
- Monitor lateness/habitual early leaving/attendance of identified students very closely
- Refer to an Attendance Counsellor if attendance issues are not resolved.
- Apply for exemptions for extended absence using DECD proformas.
- Analyse data, set targets, make improvement plans and assist in the management of the Attendance Policy
- Report to the community regarding trends for lateness and attendance

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