



Attendance Policy

Purpose

Every day matters in the school life of a child or young person. Each day of attendance has a positive effect on their learning and social development and future success. Regular attendance at school contributes to a community that is well educated, healthier, employed, financially independent and more empowered.

Research from around the world has demonstrated a clear link between improved literacy and numeracy outcomes and attendance at school.

Even missing one day a week of school from reception to year 10 adds up to missing 2 years and 1 term of schooling.

Children and young people who do not attend school regularly miss out on planned learning experiences, sequences of instruction and class participation. The impact of this loss is compounded with each absence. It is also more difficult for them to build positive relationships with others.

Ensuring regular school attendance is a shared responsibility between parents/carers and the school. If you are concerned about your child's attendance and wellbeing, please let the school know so that we can work together to provide advice and support.

Objectives

This policy is written to support the Department for Education's key actions on attendance to:

- promote the importance of education from the earliest years of life and throughout the schooling years;
- actively engage children, young people and their families in education and development opportunities;
- address barriers to attendance, learning and wellbeing to support children and young people be physically present and engaged in their learning.

The Department for Education has the following classifications for attendance issues:

- 5 or more days for any reason in a term, this is classified as having habitual non-attendance issues (average of 1 day per fortnight)
- 10 or more days for any reason in a term, this is classified as having chronic non-attendance issues (average of 1 day a week).

Please note: It is a requirement of the Department for Education that accurate records of absences and explanations of the absences are kept by the College.

Aims

- To maximise learning, wellbeing and educational outcomes for children and young people.
- To ensure Department for Education attendance requirements are met.

Responsibilities

Student:

- Attend school regularly and arrive at school punctually.
- Engage appropriately in the education program.

Parent/Carer:

- Ensure regular and punctual attendance at school
- Provide the school with any relevant information that may assist in planning for a child or young person's learning e.g. medical conditions, family issues.
- Contact the school if the child or young person is going to be absent, arrive late or leave early at any time and the reason for it.
- A written explanation is required after 3 days of non-attendance. A medical certificate should be presented to the school for reported illness for 3 or more consecutive days.
- Apply for an exemption (ED175 form) when a child is removed from school e.g. family holiday.
- Work with the school on intervention strategies to improve attendance, late arrivals, and early dismissals.

It is deemed acceptable for a child to miss school when:

- they are too sick to leave the house
- they have an infectious illness
- they need to attend medical or dental appointments that could not be made out of school hours
- they have been granted an exemption from school e.g. Family holiday
- they have been sent home or suspended from school for disciplinary reasons
- the Principal is given a genuine reason that prevents the child from attending school.

Staff responsibilities

- Provide a relevant and dynamic learning program providing opportunities for success to engage children and young people and encourage regular attendance.
- Record attendance/absences according to the Department's requirements i.e. accurately complete Care Group/classroom/subject rolls each day using the codes indicated.
- Update rolls with explanation for absence via roll book and ensure that the absence code reflects the notification from the parent/carer.
- Report any concerns about attendance/lateness i.e. student absent without reasonable explanation for 3 consecutive days or ongoing irregular attendance/lateness
- Work with parents/ carers and Support Services to support regular attendance when needed.

Leadership and staff responsibilities

- Ensure attendance records are documented, updated and maintained in accordance with Department guidelines (e.g. follow up unmarked rolls).
- Monitor and analyse attendance data and report to school community through site Annual Report.