MANORVALE PRIMARY SCHOOL

SCHOOL ATTENDANCE POLICY

RATIONALE

Manorvale Primary School believes that student success is determined by good attendance at school. Students need to attend school regularly in order to participate fully and gain maximum benefit from their schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential. Parents/Carers have a responsibility to ensure that their children attend school regularly, encouraging and emphasising daily attendance and punctuality.

Student attendance is dependent on a supportive school environment. Attendance is enhanced when there is challenging and engaging curriculum providing differentiated learning and structures and approaches that facilitate the success of all students.

We acknowledge that monitoring of student attendance enables identification of students at risk and the early implementation of intervention strategies.

We also acknowledge our obligation to monitor the legal requirement for all students under fifteen years to attend school, and that we have a duty of care for all students.

School staff will promote, encourage and emphasise the importance of attendance and punctuality.

PURPOSE

- Maximise the attendance of all students.
- Provide organisational structures that support the early detection and identification of causes of student non-attendance.
- Identify and support all students at risk of non-attendance.
- Monitor and follow up all student absences.
- Ensure the efficiency and accuracy of data collection for school, legal and audit requirements.

GUIDELINES

Attendance depends on active cooperation between the school, parent/carers and the student. Whilst the primary responsibility for meeting the legal requirement for student attendance rests with the parent/carer, the school has the responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

Within the school the Principal has the overall responsibility for student attendance, and certain staff have particular designated duties in monitoring student welfare and attendance. As student attendance is fundamental to the role of teachers, all staff need to be actively and cooperatively involved in its maintenance.

Manorvale Primary School has adopted a positive approach to promoting attendance through the It’s Cool to be at School initiative. Students are rewarded either as a class or individually for having a high school attendance rate. Each month, data is collected and the class with the highest attendance rate is rewarded with an incentive.
prize and a trophy. Each term, students who have had a 100% school attendance rate also receive an incentive prize. This is a family oriented reward that acknowledges families for their efforts in ensuring that their child attends school regularly. Regular data updates are placed in the school newsletter as well as procedures for contacting the school if a student is absent.

## EXPECTATIONS

### Students
- Attend and be punctual for all timetabled classes.
- Hand in a medical certificate/written note from your parent/carer/doctor to the classroom teacher on return to school.
- Sign in at office and provide explanation if late for school if parent/carer not present.
- Discuss with each teacher procedures for catching up on any work missed through lateness or absence.
- Periodically assume the role of roll monitor and perform these duties responsibly.

### Parents/Carers
- Ensure that the student attends and is punctual each school day.
- Notify the school (preferably in advance) if a student is to be absent.
- Provide a written or verbal explanation to the school for each student absence upon return from absence.
- Contact the classroom teacher, Primary Welfare Officer, Assistant Principal or Principal for assistance if a student is resistant to attending school.

### Classroom Teacher
- Develop and implement a curriculum that is challenging and engaging to students.
- Promote, encourage and emphasise the importance of attendance and punctuality.
- Support the implementation of the *It's Cool to be at School* initiative at team and classroom level.
- Accurately and consistently mark and maintain the class attendance roll.
- Follow up consistent lateness by reporting to the office.
- Complete a GOLD coloured absence slip when a parent/carer records an absence explanation in a student diary or verbally informs a classroom teacher with an explanation after an absence, place the slip in the roll and record the code N on the roll.
- Send home a BLUE coloured absence slip if a student returns to school after a single day’s absence without an explanation from the parent/carer.
- Phone the parent/carer if the BLUE coloured absence slip is not returned two days following issue, and pending a response (explanation), complete a GOLD absence slip. Place it in the roll and record the code N on the roll.
- Monitor students and seek support from administration staff/leaders with concerns.
- Show concern for students who are absent and when appropriate, supply work missed.
- Notify the CASES 21 operator in advance of students attending excursions.

### Primary Welfare Officer/Assistant Principal
- Ensure that very clear attendance expectations are evident to students and parents.
- Promote, encourage and emphasise the importance of attendance and punctuality.
- Oversee the consistent implementation and review of policies and procedures.
- Oversee the implementation of the *It’s Cool to Be at School* initiative.
- Monitor daily rolls and Identify and follow up student absences.
- Regularly monitor percentage student attendance rates.
• Discuss with individual students when attendance is a concern.
• Support the progress of students at risk through liaison with classroom teachers.
• Communicate with parents of absent students if appropriate.
• Organise attendance meeting with parents/carers.
• Develop Individual Improvement Plan.
• Develop Individual Improvement Plans for Koori students.
• Establish Student Support Group.
• Referral of students and parents for support particularly for cases of chronic absence.
• Maintain Individual Improvement Plan and Student Support Group

Principal
• Develop policies and culture which encourage student engagement and attendance.
• Ensure that attendance policy and practices are implemented and reviewed on a regular basis.
• Regularly monitor student attendance through examination and analysis of CASES 21 reports.
• Support of classroom teachers. Primary Welfare Officer and the Assistant Principal in the implementation of attendance policy and procedures.
• Referral of students and parents for support particularly for cases of chronic absence.

External Support Services
• Support of all staff and families in early intervention for all at risk students.
• Specialised support for students and families in out-of-home care settings.
• Access to student support services such as:
  - Wyndham Student Support Services
  - Family Support Worker
  - Anglicare
  - DHS/Child First
  - Koori Engagement Support Officer

CASES 21 Operator
• Generate and maintain class rolls.
• Accurately input daily absences and absence information on CASES 21.
• Produce a daily list of absences.
• Facilitate the tracking of student lateness.
• Provide CASES 21 reports to Primary Welfare Officer, Assistant Principal and Principal on request.

August 2012

Policy Review date: 13th August, 2013