



## ATTENDANCE POLICY

### PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Craigieburn South Primary School has in place to
  - support, monitor and maintain student attendance
  - Record, monitor and follow up student absences.

### SCOPE

This policy applies to all students at Craigieburn South Primary School.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of Craigieburn South Primary School, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

### DEFINITION

*Parent* – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

### POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Craigieburn South Primary School during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Craigieburn South Primary School, or
- the student is registered for home schooling and has only a partial enrolment in Craigieburn South Primary School for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Craigieburn South Primary School believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Parents will communicate with the relevant staff at Craigieburn South Primary School about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

## Supporting and promoting attendance

Craigieburn South Primary School's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by:

- Appointing an Attendance Officer to monitor student absences
- Ensuring teachers establish positive relationships and support all students to feel connected within the class and whole school.
- Accurately and consistently marking the roll (AM and PM)
- Notifying parents via SMS on the morning of their child being absent with no explanation
- Following up absence or consistent lateness
- Monitoring student attendance and notify Principal class with any concerns
- Giving out certificates to the grades with the best attendance
- Giving out a reward to students with 100% attendance at the end of each term

## Recording attendance

Craigieburn South Primary School must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Craigieburn South Primary School's duty of care for all students

Attendance will be recorded by the teacher in charge no later than 9:10am and 2:20pm using COMPASS.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

## Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Craigieburn South Primary School of absences by:

- entering the absence on COMPASS before the start of the school day
- calling the school, preferably before the start of the school day
- responding to the COMPASS notification informing parents of child's absence

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Craigieburn South Primary School will notify parents by 10:30am on the morning of the unexplained absence via SMS.

Craigieburn South Primary School will keep a record of the reason given for each absence. The principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

If no explanation is provided by the parent the absence will be recorded as an 'unexplained absence'.

Parents will be notified if an absence has not been excused.

## Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Craigieburn South Primary School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a goal around attendance in the Individual Education Plan
- arranging for assistance from the Principal, Student Wellbeing Coordinator and/or Attendance Officer.

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required,

## Referral to School Attendance Officer

If Craigieburn South Primary School decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the North West Regional Office for further action.

If, from multiple attempts of making contact with a parent, it becomes apparent that a student will not be returning to the school, the Principal may make a referral to DET's School Attendance Officer if the student's whereabouts are unknown and:

- the student has been absent for 10 consecutive school days; or
- no alternative education destination can be found for the student.

## MORE INFORMATION AND RESOURCES

- [School Attendance Guidelines](#)
- School Policy and Advisory Guide: [Attendance](#)

## EVALUATION

This policy will be reviewed every three years as per DET requirements.

The policy was last reviewed in 2019

The policy will be reviewed in 2022