



ATTENDANCE POLICY

Policy Objective:

At Clarendon Primary School we believe children need to attend school regularly and participate fully in order to gain maximum benefit from schooling. Regular attendance enables children to access a full education, providing greater opportunity to reach their full potential. School staff will encourage and emphasise attendance and punctuality. Our aim is to ensure all children can access equitable educational outcomes.

Parent/Caregivers Responsibilities:

The Education Act (1972) requires that children of compulsory school age (6 to 17 years) are enrolled at and attending school. Once a child is enrolled, even though they may be under 6 years of age, they are required by law to attend. The responsibility for meeting this legal requirement rests with the parent/caregiver.

The parent/caregiver will:

- Ensure their child/children attend school every day, on time.
- Support their child/children to arrive at school between 8.30am and 8.45am.
- Ensure they or their child/children reports to the Front Office to sign in if they arrive after the roll being taken in class at 9am.
- Notify the school via a telephone call, text message or Skoolbag notification by 8.45am if their child is unable to attend on a particular day.
- On request, supply a medical certificate for long illness absences (i.e. 3+ days) for their child.
- Provide the reason for lateness by communicating in their child's diary, in person, by phone or via message.
- Report to the Front Office when picking up their child early (before 3.20pm), in order to sign their child/children out.
- Let the school know if an extended absence (greater than 1 week) is likely or if there is a need to arrange work at home for their child.
- Apply for an exemption from school, for holidays that range in length from 3 days and up to a month. This form is available from the Front Office. It is preferred that holidays are taken within the school holiday period.
- Make sure that all emergency contact details, including the parent/caregiver's mobile telephone number, are up to date and current.

Teacher Responsibilities:

The teacher will:

- Monitor each child's attendance and/or lateness.
- Record accurate attendance data in the roll book and the reason for non-attendance. This information is forwarded to the Front Office after the roll is taken at 9am each morning. The class roll will be returned via the class tray, collected by students before the end of each school day.
- Contact the parent/caregiver either by letter, note in the diary/communication book, via email or telephone regarding a child's unexplained non-attendance.
- Liaise with Principal regarding further action/strategies to be taken when attempts to touch base with the parent/caregiver are unsuccessful.
- Build and maintain good relationships and open lines of communication with the child/children and their family.

- Ensure that the EDSAS roll is accurately completed every morning.
- Check and correct the EDSAS roll data for unexplained absences every Monday.
- On request, provide guidance to families in relation to educational/curriculum expectations if an extended period of leave is expected.

Student Service Officer/Administration Staff Responsibilities

The Student Service Officer (SSO) will:

- Enter attendance data on EDSAS daily and return class roll via class trays to teachers by the end of the school day.
- Facilitate signing in and out of late arrivals and early departures at the office by parents/carers.
- Enter late arrivals and early dismissals into EDSAS and maintain the late arrival / early departure register.
- Phone parent/caregiver and ascertain the reason of unexplained absence as soon as practicable. If parent/caregiver is non-contactable a note is written on the roll book for the teacher to follow up.
- Give Principal/leadership a copy of the EDSAS unexplained roll sheets in weeks five (5) and nine (9) of each term to enable further action.
 - REFER TO: **Attendance Monitoring Procedures Document for further information.**

Principal/Leadership Responsibilities:

Principal/Leadership will:

- Liaise with teachers regarding strategies to re-engage the child to attend school.
- Liaise with parent/caregiver by phone, email, letter or home visit and document interventions, strategies, home visits, phone calls and include them in child's file.
- Support parent/caregiver to apply in writing, and complete an ED175 form, for approval for temporary exemption for a period of up to one calendar month and for permanent exemptions. All applicants for temporary exemptions exceeding one calendar month are to be set out on form ED175. These forms are available at the Front Office. *Principals have delegated authority from the Minister to approve extended absences.* Once signed by the Principal the form is required to be given to the Student Attendance Officer and filed in the child's file.
- Liaise with parent/caregiver regarding modified attendance, alternative programs, health care plans, restorative practices and extra-curricular support.
- Refer to an Attendance Officer, on an ED171 form, if attendance issues are not resolved or if a child is absent for ten (10) days or more per term.
- Oversee the ongoing monitoring and re-engaging of the child once a referral has been made.

RATIFIED:

STAFF: June 2018

GOVERNING COUNCIL: June 2018

DATE FOR REVIEW: June 2020