



YINNAR PRIMARY SCHOOL

Attendance POLICY

Rationale

In accordance with the *Education and Training Reform Act 2006 (Vic)* (the Act), schooling is compulsory for children and young people aged from 6-17 years unless an exemption has been granted.

Education is a sequential process. Absences often mean students miss important stages in the development of learning causing them to find catching up difficult. Absenteeism contributes significantly to poor student achievement levels at school.

Aim

To maximise student learning opportunities, progress and performance by ensuring that children attend school at all times when the school is open for instruction.

100% attendance is expected by all students.

To minimise lateness as the effect of this has a major impact on learning and socialisation.

Implementation

Students with excellent attendance records will be recognised and celebrated.

Posters encouraging school attendance will feature throughout the school and in communications to the school community.

Student attendance and absence figures will appear on student reports.

Students are expected to attend school during normal school hours every day of every term unless:

- There is an approved exemption from school attendance, or;
- The student has only a partial school enrolment for particular days and/or activities.

Parents/guardians/caregivers must provide an explanation for absence on each occasion. This must be in writing. The principal will determine if the explanation provided is a reasonable excuse for the purpose of parent responsibility in accordance with the Act.

Schools must advise parents/caregivers of unexplained absences, on the same day, as soon as practicable.

Illness is reasonable grounds for an absence. Shopping excursions or birthdays, for example, are not.

When a student is late (after the 8:45am bell) a parent or adult must accompany the child to the office, sign the late book.

The school will maintain attendance records on a daily basis. This will be recorded in CASES 21.

The principal will ensure parents of students with high levels of unexplained or unapproved absences are contacted, with a view to developing, supporting and implementing strategies to minimise absences, in accordance with the school's Student Engagement Policy.

Ongoing unexplained absences, or lack of cooperation regarding student attendance may result in a formal attendance conference.

Unresolved attendance issues will be referred on to the Department of Education Student Support Services officer (SSSO) and School Attendance Officer in accordance with the Latrobe Valley Network Agreed Attendance Processes.

Related policies

DET Vic Attendance Policy

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>

Student Engagement Policy

Mandatory Reporting Policy

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in.....

October 2018

Yinnar Primary School Attendance Management Chart

ENGAGEMENT

- Whole class teaching of the importance of attendance and punctuality.
- Teaching is explicit at the child's level of learning.

INTERVENTION

- Referral for Individual counselling
- Individual Attendance Plan developed with parents.
- Individual Attendance Reward System (eg stickers on daily attendance chart).
- School work sent home regularly.

FOLLOW UP

- Referral to Student Wellbeing Leader.
- Meeting with parents to discuss attendance and offer support.
- Follow through on identified problems.
- Referral to SSSO team.
- Referral to the Regional Attendance Officer.
- Involvement, with agreement, of family support agencies.

Tier 3 – Attendance is a high concern

- Attendance is **below 80%**
- Frequent late arrivals / early departures
- Contact is not usually made by parents about student absences (unexplained)

FOLLOW UP

- Phone contact by Student wellbeing Leader weekly with nominated student families to check on wellbeing and offer support
- Meeting with parents to discuss attendance and offer support.
- Letter re attendance levels sent home monthly.
- Late arrival / early departure sign in books at office

ENGAGEMENT

- Whole class teaching of the importance of attendance and punctuality
- Teaching is explicit at the child's level of learning.
- Engaging roll marking routines daily.
- Playground problems are consistently addressed.
- School work sent home regularly.

Tier 2 – Attendance is a concern

- Attendance is **between 80% and below 95%**
- Some late arrivals / early departures
- Contact is sometimes made by parents about student absences.
- Reasons for absences are not always valid.
- Absences may be due to family holidays or medical

FOLLOW UP

- List of class attendance % for each child is sent to class teachers in last week of each term / end of each month.
- Access to attendance notification on Skoolbag App
- Recognition certificates of students with 100% attendance each semester
- Positive comments on June and Dec reports re attendance.
- Big Tick sign is posted on classroom door on days whole class is on time.

ENGAGEMENT

- Whole class teaching of the importance of attendance and punctuality.
- Roll is marked at 8:45 and 2.15 daily.
- Routines to welcome students each day.
- Teaching is explicit at the child's level of learning
- Playground problems are consistently addressed.
- Social skills for friendship making and keeping are taught.
- HOT (Here on Time) is promoted to whole school.
- Posters encouraging school attendance is prominent

Tier 1 – Attendance is great

- Attendance is at or **above 95%**
- No or few late arrivals / early departures.
- Contact is usually made by parents about student absences (explained)
- Absences are rarely more than one consecutive day unless ill.