



Wallaroo Mines Primary School

Attendance Policy

Rationale: At Wallaroo Mines Primary School we believe that students need to attend school regularly in order to achieve their full potential.

Some of the effects experienced by students who are absent for 10 days or more each year may include:

- ✦ *Gaps in knowledge and understanding resulting in missing basic concepts.*
- ✦ *Lack of continuity and familiarity resulting with them feeling less secure within the school environment.*
- ✦ *The loss of opportunities for play activities which improve social/emotional and cognitive development.*
- ✦ *Missing out on learning important basics such as class rules and behaviour norms.*
- ✦ *Belief the punctuality and attendance are unimportant.*
- ✦ *Inability to maintain friendships resulting in isolation, bullying or teasing.*
- ✦ *Loss of self-esteem and self-confidence.*
- ✦ *Increased likelihood of leaving school early.*

Responsibilities:

All members of the school community need to be aware of the content and implications of this policy. A student who is at least six years old but not yet sixteen is of compulsory school age irrespective of distance from the school or whether the student has a disability or not. Students are required to be enrolled at a registered Government or non-Government school and must attend every day of instruction is provided at the school for the child unless the Minister has granted exemption from school attendance. Children under six years of age and not under compulsion are required to attend school each day for the entire day once enrolled.

Parent/carer Responsibilities

Parents/caregivers are responsible for getting their children to and from school:

- ✦ At WMPS children must arrive between 8.30am and 8.50am
- ✦ Children must attend school on every day when instruction is offered unless the school receives a valid reason for absence (eg. illness)
- ✦ Parents/carers must provide the school with an appropriate explanation for the student's non-attendance. A diary note, phone call, email, Skoolbag App notification is required for each day of absence. A written explanation and medical certificate (when absent for medical reasons) is required after 3 days absence.
- ✦ When a student is late for school (after 8.50am) it is a requirement that the child report to the front office to sign the late register. An explanation for lateness must be provided by the parent/carer, not the child themselves.
- ✦ Parents/carers are required to let the school know if an extended absence is likely or if the teacher needs to arrange materials for learning at home. Holiday absence for up to 12 months is approved by the Principal – please collect an application form (ED 175) from the office.

Teacher/Staff Responsibilities

- ✦ Teachers are issued with an attendance record folder and are legally required to record student absence and lateness.
- ✦ All roll books need to be sent to the front office via class monitors by 9.00am daily.

- 👉 Students not present in class by 8.50am are to be recorded absent-unexplained if no prior information has been provided.
- 👉 Teachers need to check with late students that they have reported to the front office.
- 👉 Office staff will check roll books daily for any absences not accounted for. Office staff will return roll books to teacher trays at the end of the day.
- 👉 For unexplained absence/lateness teachers will place a standard note in the child's diary/communication book. If a student is absent 3 days consecutively without explanation a phone call will be made to the parent/carer.
- 👉 Teachers and school staff are aware that the attendance record folder is a legal document, absence records may be called upon in the case of court action.
- 👉 An SSO will enter weekly absence/lateness records in to EDSAS.

Principal/School Counsellor Responsibilities

- 👉 Ensure the EDSAS register is accurately completed.
- 👉 The Principal will record weekly class absence/lateness in weekly staff bulletin
- 👉 The Principal will record termly class absence/lateness once a term in the newsletter.
- 👉 The Principal/School counsellor will prepare letters for families of students who have missed 5 or more school days for the term outlining attendance concerns.
- 👉 The Principal/School Counsellor will refer to a DECD Attendance Counsellor using an ED171 form if attendance issues are not resolved.
- 👉 The Principal has delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to 12 months. Parents/carers should apply in writing and the principal should also advise approvals/no-approvals on school letterhead. Copies are to be retained in student files, together with applications, and are made available to appropriate DECD officers as required.

Last reviewed: 2015

Review date: 2018

J:Common/Policies/Wellbeing/Attendance