



RIVERTON PRIMARY SCHOOL

Attendance at Riverton Primary School

Attendance Policy

The Education Act requires that children of compulsory age or who are enrolled must attend school.

Children who are not of compulsory age but who have enrolled are subject to the same participation requirements. Riverton Primary School understands and acknowledges the strong correlation between student learning, longer term life outcomes and attendance at school. We are therefore, committed to maximising attendance and participation and minimising unexplained absence or lateness from school.

Therefore:

- We will establish shared responsibility for attendance between students, parents/caregivers and the school.
- All attendance data will be analysed and all attendance concerns will be followed up
- Each year there will be an attendance target set by Governing Council in consultation with the principal to assist in the management of the Attendance Policy.
- A student's attendance and lateness are aspects to be considered in the Student Review process and may become part of Student Learning Plans.

Responsibilities

- **Parents and Caregivers** are legally responsible for ensuring school attendance of children between the ages of 6 and 17. Whilst it is not compulsory for children aged 5 to attend school, a child who is enrolled at school must attend every day. This includes:
 - ~ Ensuring children arrive by 8:50 and remain at school until dismissal at 3:15
 - ~ Explaining absences and lateness by note, sms, email, facebook messenger, phone call or in person, preferably on the day of absence.
 - ~ At the discretion of the principal and/or attendance counsellor's parents/caregivers of students who are absent for 3 days or longer may be required to provide a doctor's certificate.
 - ~ Parents/caregivers should sign students in and out via the front office.
- Parents/caregivers of students who arrive late for school must ensure they have signed their child into the site by lodging details in the early/late attendance book located in the front office.
- Parents/caregivers must apply for exemptions for all known short term and extended absence using DECD Application for Exemption Form (ED175) which will be considered by the Principal.
- Parents of children who will be absent for an extended period must complete an application form (ED 175) which is then forwarded to the Principal to be considered.

Parents/caregivers considering Home Schooling must ensure their child(ren) continue to attend school while Home Schooling approval is sought.

Students are responsible for aspects of their own attendance. This includes:

- Reporting to the front office when arriving late or leaving early.
- Ensuring that notes to and from school regarding attendance and lateness are delivered.

Front Office Responsibilities

- Inform parents of their responsibilities in relation to their child's attendance at school. (Via school newsletter, facebook page, at enrolment, during transition and with individual letters as appropriate).
- Keep accurate, up to date records of each child's attendance and absences via the roll book for each class/year level group.
- For any unexplained absences the school will contact parent/caregivers for information.

- Collect and monitor roll data daily and input into EDSAS.
- Print any requested attendance data for the principal.

Teachers are responsible for the day to day management of attendance. This includes:

- Recording absences using appropriate codes on the roll and sending them to the office by (9:00am) each day.
- Managing data; e.g. adjusting codes as necessary, recording absence and lateness on report cards and providing commentary on lateness and absence for the Student Review.
- Establishing expectations and routines which encourage punctuality.
- Initiating home contact when a child is absent on the third consecutive day or when lateness or absence is unexplained or at an unreasonably high level.
- Inform the principal on matters of unreasonably high levels of absence and/or lateness.
- All written explanations, replies, medical certificates and communication log are kept by the class teacher and / or school for a period of one year or as required. Notes in student diaries should be photocopied and records kept of phone conversations. These documents are to be stored in the attendance folder.

School leaders are responsible for whole school management of attendance and intervention as appropriate. This includes:

- Ensuring the school provides an environment which encourages success, enjoyment, safety, positive student/teacher relationships through a quality teaching and learning program.
- Ensuring that appropriate processes are in place to record, follow up and monitor student attendance.
- Developing and supporting strategies to improve attendance across the school (this may include an attendance action plan).
- Communicating with families about children with significant or unresolved absence or lateness.
- Investigating and referring unresolved attendance issues to Attendance Counsellors.
- Approving applications for temporary exemption from school attendance for between one month and twelve months.
- Reporting to the Governing Council and school community regarding trends for lateness and absence and attendance.
- At least twice during each term, the principal will examine the whole school attendance data and ensure all individual student with attendance concerns are followed up.
- The Principal will reinforce parent responsibility for improving and maintaining student attendance through the school's usual communication channels.
- Ensure students with good attendance, especially consistently at or above the school target are recognised across the school.

Please also note:

- Roll books are a legal document; the information and data recorded must be accurate and prompt.

High expectations and early intervention are key elements of a successful Attendance policy.

Attending school every day is important.

Policy ratified by staff	Term 3, 2018
Endorsed by Governing Council	22 nd Aug 2018
Review date	Term 3 2020