



ATTENDANCE POLICY

Endorsed by Governing Council 2018

At Gulfview Heights 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 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 8.35am and 8.50am.
- Ensure their child/children reports to the front office to sign in and collect a late slip if they arrive after 8.55am. This slip is presented to their child/children's teacher/s.
- Notify the school via the Skoolbag app, class based apps, email or a telephone call by 8.45am if their child is unable to attend on a particular day. On request, supply a medical certificate for long absences of their child.
- Provide the reason for lateness by communicating in their child's diary, in person or by phone.
- Report to the Front Office prior to picking up their child for early dismissal (those dismissals before 3:10pm), in order to sign their child/children out and obtain a permission to leave early slip to give to their child's teacher/s.
- Let the school know if an extended absence is likely or if the school needs to arrange work at home for their child.
- Apply for an exemption from school, for holidays that range in length from one day and up to a month. These are available by contacting the front office and require approval by the Principal. It is preferred that these 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's Responsibilities

Teachers 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 collected by the front office staff at 9am each morning. The class roll will be returned by the end of each school day.
- Contact the parent/caregiver and ascertain the reason of unexplained absence after three days of non attendance either by letter, note in the diary/communication book, via email or telephone.
- Liaise with line managers/leadership 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.
- Follow up any unexplained absences using the Attendance Follow Up Slips and/or Late Slips.

Student Service Officer/Administration Staff Responsibilities

The Student Service Officer (SSO) will:

- Enter attendance data on EDSAS daily and return class roll to teachers by the end of the school day.
- Enter late arrivals into EDSAS and generate a slip that is given to the child/children to take to their class teacher.
- Generate a slip for early dismissals and give it to the parent/caregiver to sign. A copy is then generated and given to the parent/caregiver to provide to the class teacher before their child is able to leave school.

Leadership's Responsibilities

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 Student Service Office. Principals have delegated authority from the Minister to approve extended absences. Once signed by the Principal the form is required to be filed in the child/children's file.
- Liaise with parent/caregiver regarding modified attendance, alternative programs, health care plans, restorative practices and extra curricular support.
- Refer to a DECD Attendance Officer, 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 reengaging of the child once a referral has been made.