

ATTENDANCE POLICY

Woodville Primary School understands and acknowledges the strong correlation between student learning, longer term life outcomes and attendance at school. It is, therefore, committed to maximising attendance and participation and minimising unexplained absence or lateness from school. We aim for all students to have regular and punctual attendance to learn, achieve and flourish to reach their full potential.

Roles/Responsibilities

Parents/Caregivers are legally responsible for ensuring school attendance of children between the ages of 6 and 17 in line with the *Education and Children's Services Act 2019*. This includes:

- Ensuring children arrive by 8:45am and stay until dismissal at 3:05pm
- Notify the school and explain their child's absence or lateness by calling the front office, written note, respond to SMS from EMS or in person at the front office
- Sign students in and out via the front office for early departure.
- Apply for exemptions for extended absence from school (5 or more days) using Department for Education proforma.
- Providing information to the school that may help planning for their child's learning, for example medical conditions, developmental milestones and family concerns.
- Work with the school on intervention strategies to improve attendance.

Students are responsible for aspects of their own learning. This Includes:

- Attend school from 8:45am to 3:05pm everyday
- Report to the front office when arriving at school after 8:50am or leaving early
- Ensuring that notes to and from school regarding attendance and lateness are delivered to the front office or classroom teacher.
- Participate appropriately in school and approved learning program activities.

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

- Recording absences and lateness using the correct Department for Education codes on EMS and submit morning roll by 9am and afternoon roll after lunch by 1:40pm.
- Establish expectations and routines which encourage punctuality and regular attendance.
- 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.
- Working with parent/caregivers, government and non-government agencies to support their student's regular attendance at school.
- Initiate 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. Complete an Attendance Intervention form and provide it to their Line Manager.

Administration/Leadership are responsible for whole school management of attendance and intervention as appropriate. This includes:

- Record, monitor and keep records of student attendance
- Providing a structure of support for EMS data management
- Send text messages daily to parents/caregivers of students who are absent from school unexplained and record on EMS.

- Follow up extended unexplained absences with parent/caregiver and make a home visit if unable to contact family.
- Developing and supporting strategies to improve attendance through an Attendance Intervention Action Plan.
- Communicating with parent/caregivers about children with significant or unresolved absence or lateness.
- Investigating and referring unresolved attendance issues to the Regional Attendance Counsellors to Student Service if support is required.
- Approving applications for temporary exemption from school attendance for family travel up to 12 months.
- Assess patterns of non-attendance and circumstances to inform the development of appropriate, intensive and coordinated intervention.

Please also note:

Recording attendance is a legal requirement; the information and data recorded within must be accurate and prompt.