

ATTENDANCE POLICY & PROCEDURES

Goal

Our goal is to have all students at school, on time and engaged in their learning.

Rationale

Our aim is to ensure that all children can access equitable educational outcomes. Monitoring of school attendance enables identification of students at risk and helps with early intervention to minimise further loss of time at school. We support students and their families to achieve 100% attendance at school; however, we also realise there will be times when children are ill or there are unavoidable appointments and times when children cannot be here. Our target is to have an attendance rate of 95%. In 2015 it was 92.6%.

In order to achieve these aims, children need to be at school on time and attend school every day when they are able to do so.

Section 76(1) of the Education Act 1972 states that a child of compulsory school age (6 -16) is required to attend the school at which she or he is enrolled on every day instruction is provided by the school for the child.

The Department for Education and Child Development has developed structures and processes for schools to use to ensure that children attend school regularly.

ATTENDANCE MONITORING PROCEDURES

Teachers Responsibilities

Teachers' responsibility is to:

- Build and maintain good relationships and open lines of communication with the child/ren and their family.
- Monitor each child's attendance and/or lateness and refer any concerns or issues to Vince or Mary.
- Record accurate attendance data in the Roll Book via Learnlink and the reason for non attendance.
- Contact the parent/caregiver either by letter, note in the diary/communication book, via email or telephone regarding a child's unexplained absence or irregular attendance patterns. You can use the proforma letter from this Attendance Pack.

Procedures

- Teachers will use LearnLink to record absences.
- The roll will be called and marked at the beginning of each school day before 9:30 a.m.
- If a child has an unexplained absence teachers will send home the Unexplained Absence Letter and seek a response. If there is no response the teacher will refer the student absence to the office staff, using the Attendance Concern Proforma.
- After 3 days unexplained absence the class teacher will contact the school office staff using the Attendance Concerns Proforma.
- 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/ren and their family.
- Check and correct the EDSAS roll data for unexplained absences.
- The "3 Day" unexplained form needs to be sent when 3 unexplained absences occur OR if the teacher feels an absence pattern is being established.
- After 10 days unexplained absence or if a pattern of non-attendance becomes evident the class teacher will contact the school office using the "Long term Attendance concerns" form.
- Continued lateness should also be followed up via this process.

Administration Responsibilities

Based on classroom teacher notification (unexplained absence forms or concerns):

- Vince or Mary will follow up the issue. If no response occurs a formal letter will be sent home.
- When an explanation for the absence has been obtained Yvonne or Karen will notify the teacher so that the absence code can be changed.
- If there are ongoing concerns, a meeting will be convened by Vince or Mary and be attended by the family, student (if appropriate) and teacher.
The purpose of this meeting is:
 - to define and explore the issue
 - to identify strategies which would assist in achieving full attendance.
- After 10 days absence without explanation (continuous or cumulative) a referral will be submitted to the Attendance Counsellor by either Vince or Mary.

Attendance Counsellors

Attendance counsellors may support families by:

- Consulting with parents through home visits.
- Identifying reasons for student non-attendance and making appropriate referrals.
- Working with students in a supportive counselling role.
- Monitoring student attendance and reviewing progress as necessary.

Further Police action may be initiated against families who fail to respond to support provisions and initiatives.

Family Responsibilities

Families have a responsibility to:

- Ensure that their child attends school.
- Notify the school to inform the teacher about absences - this can be done by note, e-mail notification, telephone or personal contact.
- Complete an Exemption from School form if their child is to be absent for any length of time. Vince can approve family holiday absences for up to one year.



BELLEVUE HEIGHTS PRIMARY SCHOOL

7 – 19 Vaucluse Crescent, Bellevue Heights SA 5050
Telephone 8278 7182, Fax 8370 2671 or email: bellevue.ps891@schools.sa.edu.au

Unexplained Absence Notice

Dear

Teachers record attendance every day and according to our records your child has recently been absent from school. Please complete the attached form so that we can ensure our Roll Book record is up to date and accurate. Roll Books are a legal requirement and can be audited by the Education Department.

Whenever your child is absent you are required to send a note or contact the school and provide a reason for your child's absence.

Educational research has clearly shown that every day a child misses school there is a negative effect on his or her learning Section 76(1) of the Education Act 1972 states that a child of compulsory school age (6 -16) is required to attend the school at which she or he is enrolled on every day instruction is provided by the school.

If you are having some difficulties with your child attending school please contact us so we can help you.

Thank you for your support.

Yours sincerely

Vince Mulkerin
Principal

Date: / /

✂

THIS SLIP TO BE RETURNED TO THE SCHOOL OFFICE

Child's name:

Year level:

Class teacher:

My child was absent on / / for the following reason:

.....
.....
.....

Signed :

Date: / /



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Attendance Concerns

(To be sent to the school office)

Date: / /

Student Name:

Class Teacher:

Date/Days Absent/Late:

.....

Actions I have taken: (Please tick – leave blank if you have done nothing)

phone unexplained absence letter sent

email personal contact

What has been the response?

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.....
.....

School Office Use:

Reason:

Reason given by:

phone call note email

Message taken by:

Referred to Vince or Mary as contact not made OR there are concerns.



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Long Term Attendance Concerns

Date: / /

Student name:

Class teacher:

Date/Days Absent:

Actions I have taken: (Please tick – leave blank if you have done nothing)
phone unexplained absence letter sent
email personal contact

What has been the response?
.....
.....

N.B. Continued lateness needs to be addressed quickly
- if unsatisfactory reasons, please see Mary or Vince for further follow up.

School Office Use

Action so far:

Initial 3 day contact made
Following 3 day contact made
Following 3 day contact made
Letters home:

Dates: / / / / / / / /

Referral to Attendance Counsellor
Not Active on EDSAS



Bellevue Heights Primary School
Attendance Improvement Plan
2017

Desired outcome	Performance indicators	Strategies to achieve outcomes	Strategic manager and others involved	Resources and professional development
Improved school attendance	Attendance patterns are known and monitored for 100% of students. 2017 goal is an attendance rate of 95% or more.	Family awareness raising – Newsletter and e-mail reminders Use of LearnLink to facilitate roll marking and data collection MGM process to send home unexplained SMS Teachers to follow up Teachers contact parents or request admin to do so using the “Concerns” form if lateness or continued absences are a concern. Vince, Birgit, Mary informed and personal contact made via e-mail, phone or appointment Specific students targeted when concerns arise – refer to Learning Support Team Information provided to families through Term 2 and Term 4 report when absences are documented. Informing attendance officer where appropriate	Vince Vince, Mary or Birgit Learning Support Team Attendance Officer	Attendance policy LearnLink Staff meeting PD sessions Forms for monitoring absences Information re accessing Attendance Officer
Intervention with family	Attendance improves Partnership between family and school	Analyse causes Develop strategies for improvement	Teacher, Maressa, Vince, Mary or Birgit Attendance officer if required	Attendance policy Knowledge of Attendance Officer's role
Understanding attendance requirements	Consistency of practice across the school	Use of LearnLink Staff informed of codes and requirements	All staff	Staff meetings LearnLink PD Attendance codes Attendance policy