

KATUNGA PRIMARY SCHOOL



STUDENT ATTENDANCE POLICY

AIMS:

1. To support all students to achieve full attendance accountability and participation at school
2. To monitor absences and address the needs of students with low levels of school attendance accountability

BELIEFS & UNDERSTANDINGS:

- Children who attend school regularly have better connectedness to school, their teachers, and other students. They are able to take advantage of all the learning opportunities offered and they are better able to fully participate in all school activities
- Lower level attendance impacts significantly on children's learning outcomes
- The attendance roll is a permanent record of students' daily attendance and is an important accountability document
- The school principal has overall responsibility for student attendance, but all teachers and staff have a responsibility to monitor and support the attendance accountability of students
- Parental support for attendance is vital. Parents must notify the school and provide an explanation, either in writing, or by telephoning the school office, prior to 9:30am on the morning of the absence

IMPLEMENTATION STRATEGIES:

1. Accurate records of student absences and the reason for the absences will be maintained by class teachers following the school's protocols
2. Attendance data is recorded and reported using the CASES21 program
3. Communication with all parents will take place through the school newsletter, explaining the school's policy on student absences and the benefits associated with full attendance
4. At 9:30am each morning, the class teacher will notify the office of any unexplained absences. Parents will then be contacted by SMS, stating that their child is absent
5. If the outcome of this notification is unsatisfactory, the principal will contact the parent/s/carers and arrange a meeting to offer support to improve attendance accountability
6. Regional personnel and other agencies will be requested to support the school in the event that the process outlined above for addressing attendance accountability is unsuccessful
7. The principal will use discretion to promote or repeat students with less than 80% attendance in any school year



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8. The school will promote the DET policy of “Everyday Counts.”
9. As per the DET “Everyday Counts” initiative and School Attendance Guidelines, students need to achieve a minimum of 80% attendance for automatic promotion to the next year level
10. Accountability awards will be given at the end of each term in recognition for students who have achieved regular attendance
11. Students, who are late to school often disrupt class and miss vital work at the start of the day. A student arriving at least half an hour late to school will be recorded as late on the daily attendance roll
12. All absence notes and records of communication must be retained and stored at the school for auditing purposes by the Department of Education and Training
13. Ongoing, unresolved attendance issues may be reported by the principal to the Department of Human Services
14. Students’ attendance figures will appear on their semester 1 and 2 reports
15. Student attendance data is reported to the Department of Education and Training and the wider community each year as part of the annual report

Supporting Documentation:

- DET School Attendance Guidelines 2014
- DET Student Engagement and Inclusion Guidance 2014
- DET Schools Policy and Advisory Guide – Environment 4.1

Communication:

Katunga Primary School has a process in place where it communicates its policies to staff, students, guardians, parents and the school community by placing its policies on the school website and making them available to anyone who comes into the office and requests to see them.

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Ratified: This policy has been ratified by School Council in August 2018.