



ATTENDANCE POLICY

Good attendance is paramount to

- **children achieving success in their learning**
- **the development of positive relationships.**

Attendance is:

- being at school, unless there is an acceptable reason
- being at school on time
- participating in learning programmes provided
- being at school until the dismissal time

At Airdale we believe attendance is important because:

- it ensures continuity of education and learning
- it enables the development and maintenance of positive interpersonal relationships
- it develops good work habits and a sense of responsibility

Roles and Responsibilities

Parents will:

- Enrol their child or young person in a school or approved learning program
- Provide information to the school they may help planning for the child's learning
- Ensure their child attends punctually on every day
- contact the school re every non-attendance via phone/diary/personal response
 - early leaving
 - late arrival
 - appointments e.g. dentist
- foster positive, open communication with the school
- reinforce the importance of attendance and the value of learning
- inform the class teacher/relevant staff of any 'barriers' to attendance
- be willing to support programmes designed to improve their child's attendance
- provide the school with up to date contact information and telephone numbers
- provide a doctor's certificate if absences exceed 3 or more days
- seek exemption from the Principal if absences will be more than 7 days for planned family circumstances

Students will:

- attend school every day unless they have a valid reason
- participate in all areas of schooling
- Check in at the office if they arrive late
- respect other's right to attend in a safe, secure learning environment
- be honest, open in communication between home and school e.g. by ensuring that notes are delivered and returned
- inform the class teachers/relevant staff of any issues preventing attendance
- participate in programs designed to improve their own attendance

Teachers will encourage maximum attendance by:

- providing a safe, secure and dynamic learning environment that seeks to engage all children and young people
- providing a learning environment that encourages full participation by being relevant, enjoyable and values successes
- Implements procedures, including parent/caregiver communication, to follow up non attendance
- gaining insight into the 'whole child' and/or issues preventing attendance
- inducting new children and families into the school culture and procedures
- Implement attendance improvement plans
- Make mandatory notifications as required

- Work with parents/guardians and government/non-government agencies to support children and young people's regular attendance in the education program

Teacher's responsibility:

- Record of attendance * All records MUST be completed in pen
- Fill in Roll Book daily and send to the office (Codes for known absences are in the book)
- Collect late notices from students and record in Roll book.
- Record all required changes
 - Arriving late
 - Leaving the day early
 - being away but at a school based program such as sport

Follow up non-attendance by:

- keeping accurate class roll books in line with DfE guidelines
- seeking reasons for non-attendance/lateness through the stages of:
 - Send home orange absence notes
 - Attempt/make contact (phone) home to follow 3 or more unexplained absences
 - Send a text to families when an absence is recorded as unexplained
 - Record all follow up in roll book
 - Change the code in the roll book if required.
- informal parent contact
 - In the yard
- Refer the absence to the Student wellbeing Leader /A.E.T./A.C.E.O. if :
 - Contact has been unable to be made to the parent/caregiver
 - Student has been absent for 5 or more days in a term.
 - to assist the family in improving student attendance
- using diaries to promote attendance through positive notes to home
- notifying Principal for further action if required

Front Office Staff will:

- enter attendance records including any reasons
- notify teachers of phone messages concerning attendance
- organise emergency lunches if required and parents notified

Student Wellbeing Leader will:

- Record and transfer follow up notes to EDSAS
- Report patters of absences to teacher for follow up
- Support teachers with their concerns about student attendance
- Support students and families to link with outside service/provides as needed
- Work with ACEO/AET to address attendance concerns
- Check EDSAS reports and discuss at regular attendance meetings with Social Work Truancy officer
- Support staff with home visits
- Send letters /attendance grids to parent/care providers when required
- Meet with parents/care providers when required
- Refer to the Social Work Truancy officer
- Contact Social Work Truancy offer to support with home visits

Principal will:

- ensure all school staff are aware of their responsibilities
- work with staff and school community to develop and implement the improvement plan
- conduct regular review of data and attendance reports and use this to inform strategies
- ensure attendance records are maintained in EDSAS
- monitor student attendance to identify habitual and chronic non- attenders
- ensure mandatory notification to Child Abuse Repot Line are made by staff for concerns regarding

- a parent/guardian/caregiver's refusal to send the child to school or engage with any other education options available
- refusal of offers of support or attempts to help the family to overcome barriers to attendance
- a family having disengaged
- The child's education being seriously interrupted by patterns of non-attendance that are enduring or ongoing in nature.

ATTENDANCE IMPROVEMENT PLAN

- In Week 1 of each term, parents of students with attendance concerns will receive a visual grid detailing student attendance for the previous term.
- At the beginning of each year, all parents will receive a fridge magnet with the school's telephone number to encourage parents to ring the school with reasons for absences.
- At least once per term, parents of students with attendance concerns will be invited to attend a meeting with appropriate staff to address those concerns.
- The Passport Programme will be continued for all students and parents to reward students who attend regularly through tokens which will be redeemable through the School Canteen
- Certificates awarded at assemblies
- The opportunity to participate in incentive programmes recognizing good attendance
- Display attendance and lateness data in the Front Office.

Department for Education Compulsory attendance requirements

The Act and the Regulations impose statutory responsibilities in relation to attendance at school.

The Act requires that children must be enrolled in a school or approved learning program from the age of 6 years until they turn 17 years of age.

The Act also requires that a child must:

- attend the school at which they are enrolled on every day the school is open and at all school activities the school requires the child to attend, or
- Participate in the approved learning program in which they are enrolled.

Parents have a responsibility under the Act to ensure their children attend school regularly. If a child or young person does not attend, without a 'prescribed reason' for their non-attendance or an approved exemption, their parents may be guilty of an offence.

Section 42 of the Regulations stipulates that:

- a leader's responsibilities include:
 - the management of the day-to-day operations of the school
 - the welfare and development of the students.
- school staff responsibilities include:
 - being actively concerned with the welfare and development of the students in the teacher's care
 - participating in processes for determining school policies and properly implementing those policies
 - assisting in the general management of the school as required by the head teacher (principal).

The department's position is that the management of attendance is a central element of day-to-day operations and is essential to student learning and wellbeing. Therefore all department staff have a fundamental obligation to follow policy and procedures that ensure attendance by children and young people at school and encourage participation in preschool and other education and care opportunities.

Department staff have a duty of care which requires them to take reasonable steps to prevent foreseeable harm to students. This policy and its associated procedures outline the specific functions to be undertaken to fulfil this duty of care in respect of student attendance.

Authorised officers under the Act are required to exhaust all practical efforts to ensure attendance at school and approved learning programs by children and young people. They have specific powers to support this work. People who refuse to answer an authorised officer's questions or obstruct them in this work may be fined.

Compulsory school age

A child who is at least 6 years old but not yet 16 years of age is known as being of compulsory school age. Every child of compulsory school age is required to be enrolled at a government or non-government school and is required to fully participate in the education program arranged and approved by the enrolling school.

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