



# ATTENDANCE POLICY

---

## **STATEMENT OF PURPOSE:**

Continual and innovative school improvement is a focus at Mandama Primary School. The school regularly reviews its approaches to further drive improvements in student learning outcomes and it is recognised that full attendance is a key to maximising every student's participation and potential to learn. The school encourages parents/carers and children to see the need for a regular attendance at school. Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult. Also, late arrivals disrupt learning both for the student and the class. Research has shown that absenteeism contributes significantly to student failure at school.

In response to the Department of Education initiative "Every Day Counts" it is felt that it is the responsibility of everyone in the school and wider community to ensure regular attendance at school.

## **AIMS:**

- To clearly define procedures and strategies that will assist the school to increase its student attendance rate.
- To ensure all members of the Mandama community know the importance of regular attendance at school.
- To maximise the learning opportunities for our students by ensuring absenteeism is kept to a minimum.
- To put into place agreed processes for managing absenteeism within the school.

## **IMPLEMENTATION:**

- Teacher practice is purposeful and engaging and caters for the diverse range of student abilities and needs of all.
- Teachers regularly communicate to students the importance of attending school each day.
- Students who have achieved a high attendance rate are recognised at the final assembly of each Term.
- The importance of 'Every Day Counts'; regular attendance and the need to inform the school of absences is included in the Mandama Mail newsletter. Parents/carers have a responsibility to ensure that their children attend school regularly and are only absent if ill or it is absolutely necessary. Illness is reasonable grounds for absence – shopping excursions or birthdays are not.
- Teachers maintain accurate class attendance rolls electronically and follow up any unexplained student absences.
- If an absence remains unexplained for three consecutive days the Classroom Teacher makes contact with parents/carers by telephone. Parents/carers of students who have continued absence per term will be contacted by the Principal/Assistant Principal with a view to developing and implementing strategies to minimise absences.
- Teachers discuss with the student what they have missed when there is a short term absence. Teachers provide students with relevant work if there is a long term absence and the child is physically capable of completing this work.
- Attendance roll summary data is regularly checked by the Principal.
- A summary of absence data is recorded on individual student report forms in June and December reports.
- School Attendance Officers are empowered by the Education and Training Reform Act (ETRA) to issue Infringement Notices if they have reason to believe a parent/carer has failed to comply with a School Attendance Notice or School Enrolment Notice. Notices will be issued if:
  - 5 days without a reasonable excuse and
  - no reasonable excuse has been given for the absences and
  - measures to improve the student's attendance have been undertaken and have been unsuccessful or are considered to be inappropriate in the circumstances.

Infringement Notices will only be issued as a very last resort.

**EVALUATION:**

This policy will be reviewed as part of the school's three-year review cycle.

**Ratified at School Council Meeting held March 17, 2014**