# Attendance Policy

## Achieving personal best …
Regular attendance at school is for students to achieve their personal best. Class work builds on knowledge, skills and understandings developed in previous lessons and units of work. Students who attend regularly feel confident and in control of their own learning.

## Regular patterns of attendance must be developed …
If students believe that schooling is not of value, attendance will not be a high priority. It is important for parents to reinforce the relevance of schooling to students and assist students to develop a pattern of regular attendance from kindergarten through the primary years and into high school.

## Students develop citizenship skills …
Being an active participant in community activities builds the skills required to be a good citizen of the school. Students should attend and be involved in all school activities including cultural activities, sporting carnivals, excursions and representing the school in a wide range of sporting and cultural activities.

## Members of a team…
We all enjoy and take pride in being part of a successful team. Regular attendance ensures that students are fully involved in the life of the school and feel a valued member of the school community.

## Safety…
The school does its best to ensure the safety of students while on the school campus. If students truant during the school day, they can place their safety at risk. This is a concern for the school and for parents of the students. Also wearing uniforms helps us make our school safe. We can easily identify people who should not be in the school and who place students at risk.

## Preparation for work…
Employers value personal qualities when looking for employees. School reports and teacher comments can indicate those students who have developed a regular attendance pattern and good time management skills. These students have shown the prerequisite skills to be an effective member of the workforce. Our school attendance expectations reflect the workplace.

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This policy has been developed in accordance with Department of Education and Training procedures.

Parents we need your help to make this policy work for our school community.
# Attendance Monitoring

The school works in partnership with students, parents and community agencies to assist students develop a positive pattern of attendance.

## Procedures for students and parents.

### Marking School Rolls.

- Students attend roll call each morning and have their names signed-off by the teacher marking the roll.
- Students attend each lesson and have their names recorded as being present by the class/relief teacher. Students who are absent from class are then identified as being away from the class for a known reason or recorded as truanting and the information passed on to the attendance coordinator.

### Late arrival at school

- Students who arrive at school after roll call should report to the front office and the school assistant records their attendance on the roll. Students should bring a note from home to explain why they are late.
- Students who are consistently late without a note will be required to report to the deputy principal at lunch time.

### Explaining absences.

- Students are expected to bring a note on their first day back at school and hand it to their roll call teacher.
- Students who do not hand in a note to explain their absence, will be handed a reminder notice by their roll call teacher. Parents can sign and return this notice.
- Students who have not brought a note within two weeks of an absence will have a formal reminder posted home. If no note is returned this is listed as an unexplained absence.
- Students with a pattern of unexplained absences place their School Certificate or Higher School Certificate at risk. Students under 15 years of age may be referred to the Home School Liaison program.

### Leaving school during the school day.

- Parents should provide students with a note indicating at what time the student will be leaving school and whether or not the student will be returning to school.
- Students will take their note to the front office where a pass will be issued.
- If the student returns to school they should sign back in at the front office.
- Parents who need to collect their student from school during the normal school day are asked to proceed to the front office for assistance.

### If a student becomes sick or injured during the school day.

- If a student is feeling sick or requires first aid they should speak to their teacher who will send them to the duplicating office or send another student to notify the School assistant of the injury.
- The school assistant will administer minor first aid.
- If the student requires on-going support, parents will be contacted and asked to collect their student as the school does not have a school nurse.
- If medical treatment is required, the school assistant will contact the parents and or the ambulance as appropriate.