 All Saints Parish School

Student Attendance Policy

Ratified by SAC:

Review:

**Rationale**

Schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption from attendance or enrolment has been granted.

Daily school attendance is important for all children and young people to succeed in education and to ensure they don’t fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

**Gospel Values -** Care, Justice, Love

**Purpose**

At All Saints Parish School, the everyday administration of student attendance requires the whole school community’s support through pastoral care, high quality teaching, community contact, organisational skills and a general vigilance towards students’ educational and emotional well-being. Absences from school can result in poor student achievement. Teachers are unable to effectively plan for sequential learning opportunities. Social development and self-worth can become issues for children with high absenteeism.

**Implementation**

Whole-school strategies and clear understandings of processes are important for promoting attendance. Principals and all school staff play an important role in developing and reinforcing clear understandings of the shared expectations for attendance amongst schools, students and parents.   
Principals are responsible for communicating these expectations to parents and students when they enrol at the school, and for regularly communicating with all parents about attendance issues.   
Schools can promote and maintain high levels of student attendance and participation through developing whole school strategies. A clear whole-school strategy should:

**Articulate high expectations to all members of the school community by:**

* Regularly communicating with parents about expectations for attendance
* Promoting awareness that absence results in quantifiable lost learning time and opportunities
* Modelling punctuality across the whole school.

**Create safe, supportive learning environments where all students experience success through active participation and engagement in purposeful learning by:**

* Developing collaborative and empowering relationships between teachers, students and parents
* Implementing effective and supportive transition programs, including student transitions between different learning areas and levels  within the school, and pathways and careers support programs
* Developing class and home group structures and environments that enable opportunities for increased connectedness to individual teachers and peers
* Encouraging parents to get involved in the life of the school
* Immediately following-up any problems identified by students and parents in a transparent manner.

**Adopt consistent, rigorous procedures to monitor and record student absence by:**

* Immediately following-up individual student absences
* Correctly using student attendance data management systems (e.g. CASES21, eCASES)
* Delegating responsibilities to all staff, with a key member of staff leading attendance improvement initiatives.

**Implement data-driven attendance improvement strategies, for example:**

* Monitoring and analysing school attendance records regularly and using tools for early identification of students at risk of poor attendance (such as the Student Mapping Tool)
* Regularly discussing student attendance records in staff meetings and in the staff performance and development review process.

**Provide early identification of and supportive intervention for students at risk of poor attendance by:**

* Understanding the causal factors of absence and the need for targeted interventions
* Providing out-of-school programs, including breakfast, homework and walking bus clubs
* Utilising the Student Mapping Tool or similar early identification strategy.

**Link with local community groups and agencies to maximise program and individual support by:**

* Collaborating with other schools, community groups and agencies.

**Access specialist support for individual students with identified behavioural, health, or social issues by:**

* Utilising Student Support Services or external community services where appropriate.

**Provide a staged response to non-attendance by:**

* Focusing on prevention and early intervention by creating a positive school culture
* Intervening and providing targeted responses for individual students .

**Support students to return to school after absences through:**

* Setting individual student attendance goals and data-driven improvement plans
* Formal procedures for supporting the learning of a student absent for an extended period
* Positive and flexible support and follow-up with students on their return to school, including the use of Return to School Plans and modification of learning outcomes where required.

**Evaluation**

This policy will be reviewed as part of the 4 year school improvement framework cycle.

**Student Attendance Procedures**

Records of student attendance are required for all students at All Saints Parish School in order to…

* Monitor the legal requirement for students under 16 years of age to attend school regularly
* Comply with the schools’ duty of care for all students including those over the compulsory school age
* Monitor the academic and wellbeing effects of non-attendance
* Supply accurate information for auditing purposes.

The attendance roll is a permanent record of the attendance of all students

1. Class teacher will mark the attendance roll electronically on SIMON at 9:30am and 2.30pm each day
2. Parents are to contact the school by phone or with a written note to explain their child/children’s’ absence
3. Reasons for absenteeism are to be recorded electronically on SIMON or notes are scanned
4. A code will be used to record the reasons for student absences
   1. **A = Appointment**
   2. **H = Holiday**
   3. **I = Illness**
   4. **U = Unknown**
5. Attendance and absence records will form ppart of each child’s half and end of year progress report
6. Teachers are to bring to the Principals attention and student/s whose attendance is poor or who have unexplained or unwarranted absences
7. The Principal will, after consultation with the class teacher, examine attendance records and make contact with the parents and carers
8. The school will offer strategic support in cases where absenteeism is due to family issues
   1. Counselling
   2. Home visit
   3. Formation of a support group
9. Ongoing truancy issues will be reported by the Principal to the appropriate welfare and government agencies
10. A student is considered to be in attendance at school when involved in an offsite curriculum program or other activity organised by the school (for example an excursion or camp), or where the student is engaged in a re-engagement program or another school part time to make up full time attendance and the schools or settings have agreed the time fractions, allocation of Student Resource Package (or other funding) and the educational plan for the student.

**Late arrivals**

Parents will sign a late register at the school office for students who arrive at school after the 9.00am school bell.