ATTENDANCE POLICY AND PROCEDURE AT BLAKEVIEW

Rationale:
At Blakeview Primary we believe that all students deserve the best start to their education. To this end all students should be on site, in sight and on track at school everyday day and remain at school for the whole day to maximise their learning time. Our school provides a safe, engaging and positive environment to support and promote regular attendance.

Accurate monitoring of student attendance enables staff to develop procedures to support students at risk. The early detection and assessment of unsatisfactory attendance are essential responses to the needs of our students.

Aims:
Research into school attendance has identified factors that support the improvement of attendance and we aim to provide:

- A supportive school environment
- A curriculum that provides for all students
- Structures and approaches that facilitate the success of all students
- Effective record keeping
- Prompt follow-up of absences
- Close liaison with parents/caregivers
- Guidance and support for those with attendance issues
- A cooperative community/school approach to the attendance

Procedures:
The roll is to be marked once daily by 9.10am.
If students are absent then the classroom teacher will follow up. (A note signed, SMS or verbal from parent/caregiver is required).

The following steps are to be followed if there is a concern with regular student attendance:
1. After 3 days of unexplained absences or attendance concerns the class teacher will contact the parent/caregiver.
2. If attendance does not improve or parents/caregivers are not contactable a letter will be sent home with the absences recorded.
3. If attendance does not improve parents/caregivers will be requested to meet to develop an attendance improvement plan.
4. If attendance does not improve or parents/caregivers are not contactable a home visit will be organised or there will be a meeting to review and modify the attendance improvement plan.
5. If attendance does not improve or parents/caregivers are not contactable the Attendance Coach will be contacted.
### Student Responsibilities:
- Attend school regularly.
- Be on time each day.
- Always report to the office if arriving at school after 9.00am and must be signed in by an adult.
- Have school clothing and bag ready the night before.
- Engage appropriately in the education program as negotiated.

### Parent/Caregiver Responsibilities:
- Ensure that students are punctual and regularly attend school.
- Inform the School of any absences/lateness either by note, letter, personal contact, email, SMS or phone call. STUDENTS WHO ARE LATE (after 9.00am) MUST BE SIGNED IN BY AN ADULT.
- Contact the school if a student is having difficulty attending school.
- Notify the school in writing and apply for an exemption if a student is to be absent for an extended period for any reason (holiday, sickness etc).
- Provide information to the school that may assist planning for a student’s learning; for example, medical conditions, developmental milestones and family issues.
- Work with the school on intervention strategies to improve attendance.
- Discuss with leadership any suspicions of neglect and/or abuse that may require a mandatory notification.

### Teacher Responsibilities:
- Provide a relevant and differentiated learning program that seeks to engage all students and offers opportunity for success, thus encouraging regular attendance.
- Record student attendance using the appropriate codes each day.
- Implement school procedures, including parent/caregiver notification, to follow up non-attendance:
  - Ensure that all “unexplained” entries are followed up.
  - Contact parents when students are absent for 3 days with no explanation.
- Regularly change/update codes.
- To encourage students to attend regularly and speak to parents whenever possible.
- Record all parent contact about attendance in a parent communication book.
- Refer all students with unsatisfactory attendance to leadership if the actions above have proved unsuccessful.
- Make Mandatory Notifications as appropriate.

### Administration Responsibilities:
- Record all roll book data accurately onto EDSAS.
- Inform Class Teachers of any parent contact about absence, lateness or early departure.
Leadership Responsibilities:

- Develop and implement the site’s Attendance Improvement Plan
- Ensure the maintenance of attendance records
- Ensure intervention is documented
- Monitor and analyse attendance data and report to the school community through the site’s annual report
- Ensure procedures, including parent/caregiver notification and home visits, are in place to follow up non-attendance
- Ensure intervention in school occurs after 10 days of accumulated absence or sooner if the child or student has a poor attendance record.
- Make referral to, and seek support from support services when a student’s pattern of attendance becomes irregular.
- Ensure that the analysis of data is used effectively to inform action at the site with the involvement of the school’s community
- Remain engaged with the family throughout the referral and case management process undertaken by DECD Support Services
- Ensure that notifications about suspicions of neglect and/abuse are made in addition to a referral to Support Services.