



# POONINDIE COMMUNITY LEARNING CENTRE ATTENDANCE POLICY

At Poonindie Community Learning Centre, we believe that students need to attend school regularly in order to participate fully in schooling life and have maximum access to their curriculum entitlement to reach their potential, both academically and socially/emotionally. **Regular and consistent attendance is therefore central to student learning and wellbeing.** Our aim is to ensure equitable educational outcomes for all students and consistent, regular attendance is the foundation for this. Monitoring of attendance and punctuality identifies students that are at risk and allows the implementation of intervention strategies.

Student attendance is everyone's business and all members of the school community are expected to meet the requirements of attendance according to the Departments policies and targets.

## Department for Education (DFE) requirements

*The Education and Children's Services Act 2019* and the Regulations impose statutory responsibilities in relation to attendance at school. The *Education and Children's Services Act 2019* 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 *Education and Children's Services Act 2019* also requires that a child must either: 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.

## Parent/Caregiver's responsibilities

- Parents/Caregivers are responsible for getting their children to and from school on time
- Ensure that their child signs in/out at the front office if leaving the school site before dismissal and/or arriving late
- Children are expected to arrive between 8.20 and 8.50 unless they are bus students who arrive before each day
- Children are expected to attend school every-day that instruction is offered, unless unwell
- It would be greatly appreciated that Parent/caregivers provide the school with an appropriate explanation for the student's non-attendance within a reasonable time. Ideally for safety reasons this explanation should be on the day of absence or within 3 days. This can be in form of a written note, a telephone call or a See Saw message from the parent/caregiver or a personal visit to the front office.
- Parent/caregivers are required to inform the school know if an extended absence is likely for family reasons. If you are going to be away for more than 3 days for family, an EXEMPTION is required
- Work with the school on intervention strategies to improve attendance

## Teacher's responsibilities

- Provide a relevant and dynamic learning program and environment that seeks to engage all children and young people and offers opportunity for success, thus encouraging regular attendance
- Monitor each child's attendance
- Record absence and reason for absence in the class absence folder and send to front office by 9.30 am each day
- If there is no explanation from the Parent/Caregiver regarding a student absence or lateness for that day the teacher will: speak with Front Office personnel to check for messages, if after 3 days of no explanation has been received, teacher should contact Parents/Caregivers and **notify the Principal**
- Where a student has patterns of non-attendance, documents and details of any strategies/interventions and include in their file. Inform Principal of action

- Remind parents who deliver children late to school or pick up children early, that they are required to sign their children in/out of the site via the Front Office

### **Principal's responsibilities**

Principals are responsible for ensuring that the attendance of all children and students is maximised and will:

- Develop and implement the sites Attendance Improvement Plan
- Ensure the maintenance of accurate attendance records in EDSAS
- 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 schools occurs after 10 days of accumulated absence or sooner if the student has a poor attendance record – see definitions below (habitual and chronic non-attender)
- Make referral to, and seek support from, agencies and support services when a learner'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 community
- Remain engaged with the family throughout the referral and case management process undertaken by Department Support Services
- Ensure that notifications about suspicions of neglect and/abuse are made in addition to a referral to Support Services

### **Definitions as per the Departments**

**Habitual non-attender** A student who is absent for 5 days or more per term (average of 1 day per fortnight) for any reason

**Chronic non-attender** A student who is absent for 10 days or more per term (average of 1 day per week) for any reason.

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# Attendance Procedures at Poonindie Community Learning Centre



