



**EDWARDSTOWN PRIMARY SCHOOL**

## **ATTENDANCE POLICY**

### **Purpose**

The Edwardstown Primary School policy is based on the following principles:

- Attendance and punctuality are linked to improved learning and increased wellbeing of individuals.
- School attendance and punctuality have benefits and consequences that increase or decrease life choices
- Attendance and punctuality foster the development of personal and social skills.
- Continuity of relationships and learning in an educational program is dependent on attendance
- Attendance and punctuality are the shared responsibility between parents, staff and students
- Monitoring of student attendance is an important element of Child Protection.

### **Responsibilities**

#### **Parent**

- To ensure that children attend every day that instruction is provided.
- To ensure students arrive at school on time ready to begin the learning program.
- To provide staff with an explanation for absences and lateness. This can be via diaries, telephone or on the school app.
- To seek approval for exemption from school for extended periods of time greater than 5 days for reasons other than illness.

#### **Principal**

The Principal is responsible for ensuring that the attendance of all students is maximized and will:

- Develop and implement the site's Attendance Policy
- 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, are in place to follow up non-attendance
- Ensure intervention in schools 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, 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.

#### **School Staff**

Staff in school are responsible for supporting the agreed attendance improvement processes for the site and will:

- Provide a relevant and dynamic learning program that seeks to engage all children and students and offers opportunity for success, thus encouraging regular attendance
- Record attendances / absences according to DECD requirements
- Contribute to the analysis of attendance trends and the development and implementation of school Attendance Improvement Plans
- Implement school procedures, including parent / caregiver notification, to follow up non-attendance.

### **Student Attendance Counselors**

Student attendance counselors assist schools, families and students to manage issues that relate to poor student attendance and they will:

- Provide a consulting and counseling service to schools
- Support schools in monitoring and improving attendance
- Work with identified students and their parents / caregivers to support improved attendance
- Identify reasons for non-attendance
- Develop and implement special projects to meet the needs of students at risk through non-attendance
- Liaise with appropriate government and community agencies
- Inform parents / caregivers of their legal responsibilities in relation to attendance and possible implications of non-compliance.

### **Research**

Students who regularly miss school are disadvantaged both educationally and socially.

Some of the effects experienced by these students may include:

- Gaps in knowledge and understanding
- Lack of continuity and familiarity resulting in them feeling less secure at school.
- Lost opportunities for play activities which improve social / emotional development
- Belief that punctuality and attendance are unimportant
- Inability to maintain friendships resulting in isolation, bullying or teasing
- Loss of self-esteem and self confidence
- Increased likelihood of leaving school early

Students who do not attend school regularly miss out on opportunities to develop resilience, an important factor in achieving success. Ultimately, students who miss school will be less successful academically, socially and in the workforce.

### **Strategies used by the School**

The school has put the following strategies in place to ensure regular attendance and punctuality to school:

- Developed this Attendance Policy for the school.
- Promote the importance of regular attendance and punctuality
- Begin formal instruction time at 8.50am to maximize the learning time for students
- Undertake a daily roll call to monitor attendance and lateness
- Record all absences and lateness onto EDSAS (school software system)
- Follow up on unexplained or regular lateness to school of 3 consecutive days or more.
- Provide parents with written information about the importance of regular school attendance and punctuality.
- Write to parents where chronic and habitual attendance and lateness has occurred and is identified at the end of each term.
- Record attendance and lateness data on the written school reports to parents
- Record attendance data on the Student Record Folder
- Report Unsatisfactory School Attendance to the Region Attendance counsellors.
- Provide exemptions for students for 5 days or more upon written request by parents.

### **Concluding Statement**

Regular attendance and punctuality are important in ensuring the safety and wellbeing of all students and that they gain the maximum benefit from schooling. Parents have a legal responsibility to ensure regular attendance at school and to explain any absences or lateness.