



Attendance Policy

Desired outcomes:

- ◆ All students will have at least 95% attendance rate (taking into account genuine illness and attendance referrals)
- ◆ All students will be at school and ready to start school by bell time 9:00am
- ◆ All absences and late arrivals will be explained by parents/caregivers by a written note or by ringing the school on 86889029. This is the preferred method due to intermittent mobile phone coverage.

WHAT	WHO	WHEN
<p style="text-align: center;">POSITIVES</p> <ul style="list-style-type: none"> ◆ Reports record <ul style="list-style-type: none"> • How many days present • How many days absent • How many days late ◆ Newsletter - clear expectations re : attendance generally and implications for learning plans ◆ Irregular attendance monitored and feedback provided (oral/written) - for specific students targets set ◆ Analysis of attendance data <ul style="list-style-type: none"> • Exempt students who go on family holidays for less than 1 month if the parents have negotiated time away from school in writing 	<ul style="list-style-type: none"> ◆ Class teachers ◆ Principal ◆ Class teachers / Principal ◆ Principal / Staff <ul style="list-style-type: none"> • Parents to write • Principal to respond in writing. • Class teacher informed 	<ul style="list-style-type: none"> ◆ Term 2 and Term 4 ◆ Beginning of each term and as needed. ◆ Needs basis ◆ Friday each week <ul style="list-style-type: none"> • Start of each term and as per individual student concerns • Needs basis

WHAT REACTION

- ◆ If away 3 days or greater make contact and develop a plan (e.g. Send work home, re-entry meeting)
- ◆ If unexplained absence a "colour" return slip is sent home to be filled in
- ◆ End of term print out - identify irregular attendance pattern and take action
- ◆ If absent 10 days in a year - letter sent and recorded in EDSAS
- ◆ If 20 days absent reached in a year - interview with parents, minutes kept of follow up action, copy in students personal file
- ◆ Special Needs - consult parents and if necessary withdraw special needs time, record in EDSAS

WHO

- ◆ Class teacher informs Principal and decision made as to who will contact
- ◆ Class teacher
- ◆ Class teacher informs Principal who sends letter
- ◆ Admin SSO / Principal
- ◆ SSO prints report
Class teacher and Principal to analyse and take further action
- ◆ Class teacher / Special Needs staff / Admin SSO/ Principal

WHEN

- ◆ Needs basis
- ◆ As it occurs
- ◆ At term review
- ◆ As required
- ◆ Start of following term
- ◆ As needed