



# Urquhart Park Primary School

## STUDENT ATTENDANCE POLICY

### **Rationale:**

Students of school age 6-17 years resident in Victoria are required to be in full time attendance at a government or non-government school unless they are receiving approved home tuition, have a shared enrolment within a specialist setting, have received exemption from the Regional Director or are enrolled in correspondence education.

### **Aims:**

This policy aims to maximise learning opportunities by ensuring student absenteeism is kept to a minimum and to implement agreed processes for managing student absences within the school.

### **Implementation:**

- All enrolled students are expected to arrive at school on time and attend all scheduled classes.
- Teachers mark the electronic attendance roll by 9.30am each morning
- Families of absent students will be contacted after 9.30am
- Attendance and absence records will be recorded on student's half year and end of year report to parents.
- Parents of absent students are required to provide a written, verbal or electronic message detailing the reason for their child's absence. These notes are collected by class teachers and forwarded to the office to be filed with the daily absence report.
- Teachers will follow up absenteeism of 2 days or more, with a phone call to parents.
- Staff members must bring to the attention of the Assistant Principal and/or Principal any student whose attendance is unsatisfactory.
- After checking attendance records and consulting with the teacher and the student, the Principal and Assistant Principal will decide upon a strategy for improvement. The strategy will be determined on a case by case basis as there may be family issues, disconnectedness to school and lack of engagement to school may be indicative of truancy. Some of the strategies include:
  1. Initial contact by phone to parents by classroom teacher
  2. Phone call to parents by the Welfare Worker, Assistant Principal or Principal
  3. Meeting with parent and student/s
  4. Development of Individual Attendance Plans
- Ongoing truancy issues will be reported to the Regional Office Attendance Officer.
- Attendance records are entered into the school's management system, GradeXpert, by teaching staff daily, ensuring that the correct absence codes are used.

### **Student responsibilities:**

- To be punctual and attend all classes.

### **Parent responsibilities:**

- To ensure children are at school on time (prior to 9am).
- To supply teachers with notes from a parent explaining all absences.
- To inform teachers of known extended absences and seek information about work missed.

**Teacher responsibilities:**

- To accurately mark class rolls daily. (CRT's to fill in a paper roll)
- To ensure correct codes are entered for absences.
- To request notes from parents, via the school diary, regarding absences.
- To follow up consistent lateness with the Assistant Principal or Principal using data from GradeXpert.
- To show concern for students who are absent – ask them where they were and supply any work missed.
- To monitor students and seek support from school leaders if concerned about a particular student.
- Make follow up phone calls to parents after a two day absence of student.
- To monitor weekly attendance and absence reports.
- Send any absence notes received to the office each day.

**Administration/Office responsibilities:**

- To generate and maintain rolls.
- To accurately enter absence data on a daily basis in GradeXpert.
- To monitor student attendance data through GradeXpert reports.
- To record verbal phone messages from parents and record them in GradeXpert.
- To provide teachers with relevant absence reports on a weekly basis.

**Principal and Assistant Principal's responsibilities:**

- To oversee and support leaders and teachers, students and parents in the implementation of attendance procedures and policies.
- To educate students, parents and the community that IT'S NOT OK TO BE AWAY!
- To follow up students that are at risk of lack of attendance or who are continuously late arrivals.
- To support parents in whatever strategy and assistance they may require.
- The school will follow all DET procedures for schools to record, excuse, monitor and follow up student attendance in order to meet the requirements of the *Education and Training Reform Act 2006*, *Education and Training Reform Regulations 2007* and *Education and Training Reform (School Attendance) Regulations 2013*.
- Send any absence notes received to the office.

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in February 2017