



POLICIES

Leschenault Catholic Primary School

Topic:	Attendance and Absenteeism Policy		
Policy No:			
Policy Area:	Community		
Updated:	2018	Date of Review:	2020

Rationale

Our vision at Leschenault Catholic Primary School is to build a C.H.R.I.S.T centred community that inspires every individual to think, to learn and to strive for academic excellence.

We will achieve this by:

- Living Catholic Faith, Values and traditions that acknowledge our heritage
- Delivering a holistic education that supports the development of the lifelong learner
- Developing positive and inclusive relationships based in Christian Values

Purpose

Our purpose is to provide students with the opportunity to achieve to the best of their ability and to create a clear, inclusive and simple attendance policy that promotes high expectations of student attendance. We are committed to improving attendance by:

- Promoting a positive and supportive school environment through Kids Matter and Keeping Safe
- Ensuring consistent follow up of absences with parents/carers
- Working with students and families to reduce absenteeism

Parents/Carers Responsibilities

- That parents/carers actively support the school in ensuring their child/children attend school every day of each school term
- Provide a satisfactory explanation for all absences, that is, any time during which a student is not attending or participating in their educational program. This can be done by phone or email prior to the start of school at 8:30am on the day of absence followed up with written notification.
- Sign the early/late attendance register in the Office if the student is arriving late explaining the reason for lateness
- Parents collecting students for an early departure are required to register at the front office, where they will be given an early exit slip (yellow)
- Contact the school, or write a note in the student's diary for the class teacher prior to any planned absence
- Contact the class teacher if student absence is to be for an extended period of time (e.g. family reasons or illness)
- Contact the class teacher or a member of the Leadership Team if a student is refusing to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation at school

Student Responsibilities

- Students are required by law to attend school each day. They must be on time and have all necessary equipment
- Never leave school during school hours without an exit slip and their parents/carers who need to sign them out of the Office prior to departure
- Remind parents to report to the Office if arriving to school after 8:30am to sign the late arrival register

School Responsibilities

- Regularly inform students, staff and parents/carers about the Attendance and Absenteeism Policy and Procedure (including the Policy and Procedures for late arrival and early departure) and make this publicly available through the school's website
- Monitor student attendance daily through marking the roll at the beginning and middle of each day
- Notify parents/carers of any unexplained absence via text message in the morning, requesting a satisfactory explanation for their child's absence
- Discuss individual attendance with students of concern and offer support and help to parents and students when school attendance has become a problem
- Provide students with school work when they are absent for legitimate extended periods of time
- Notify the relevant authorities if non-attendance persists

Procedures - Reporting and Monitoring Attendance

Attendance

If students are absent from school at any time, parents/carers should advise the school by:

- Phoning the school, preferably before 8:30am
- Writing a note to their child's class teacher
- Class rolls will be marked by staff at the beginning of each day at 8:45am. Teachers will only mark students as being in attendance if students are physically present in the classroom
- Class rolls will be marked by staff each day at 2:00pm

Lateness

- Students who arrive late to school after 8:45am are required to report to the Office with their parent/carer, to sign the late arrival register explaining the reason for lateness, the Admin staff will record lateness in SEQTA

Leaving School During the Day

- Students are not permitted to leave school during school hours without their parents/carers receiving a yellow exit slip from the Front Office.
- Appointments to doctors, dentists, illness or other urgent appointments should be the only reasons students leave early
- Office Secretary will mark the student absent on the class roll upon leaving

Procedures for Unexplained Absences

- Parents/carers with mobile phone numbers recorded in the school's database will be notified each day of an unexplained absence via text message. Parents are required to respond to

these text messages by immediately contacting the Office by phone if they believe their child is in attendance.

- When students are absent without explanation an Absence Letter will be mailed home, reminding parents/carers of their obligations to ensure their child attends school on every school day and the requirement for providing satisfactory explanations for all absences. Parents are asked to provide the reason for the unexplained absences, sign and return the Absence Report to the child's class teacher.
- Where there is a continuation of unexplained absences, or absences without satisfactory reasons, parents will be required to attend a meeting with the Principal to address issues contributing to these absences and to discuss implementation of appropriate strategies and support mechanisms
- Where unsatisfactory attendance still continues, the Principal may commence processes associated with Enforcement of Compulsory Schooling and Compulsory Participation