



# Attendance Policy

2019 Review

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## **Aim**

Government legislation requires that students between the ages of 6 and 17 are enrolled in a government or a registered non-government school, and attend school on each day that instruction is provided.

### **The principal and staff at Marra Creek Public School will:**

- Maintain accurate attendance records of all enrolled students
- Develop attendance- checking procedures so that the school can identify and assist students with unsatisfactory attendance
- Provide prompt, positive intervention measures, so that the students do not fall behind with their work
- Prevent some behaviour problems that are caused by students not being able to complete work that has been taught when they have been absent
- Develop sound communication links between the school and parents concerning student attendance

## **Routine Procedures: Principal and Staff**

Attached to these procedures are the following documents:

- Roll marking procedures
- Partial Truancy and non-attendance record sheet

### **Attendance**

- The class roll will be marked each day according to the roll marking procedures that conform to the school attendance policy
- New students must initially arrive at the school with a parent. It is important to ascertain if the child is a permanent or temporary enrolment.
- If the student is a temporary enrolment their attendance is recorded on a temporary enrolment form and their home school is notified. This paperwork is then sent to the home school on their return.
- If the student is a permanent enrolment they are to be recorded on the class roll.
- Attendance is recorded on OASIS by the SAM daily or each Friday.
- Parents are to be encouraged to speak to the staff or phone the school to give verbal notification of any intended absences.

### **Partial Truancy and Non-Attendance**

- Any students not at school by 9:30am will receive a phone call to their parents asking for a reason for their non-attendance. This will continue for three days if absence is unexplained.
- If an unreasonable response or no response is given, a teacher with an AEO will visit the student's home to speak with the parents about the student's whereabouts.
- Personal Communication with the parents of habitual non-attenders is required to point out the advantages of attending school regularly and to discover any reasons why the student is reluctant to come to school. Every effort is to be made to encourage students to take advantage of the educational opportunities offered by the school.
- Reasons for absences will be recorded in the roll and on the Partial truancy and non-attendance form. Record of contact with parents will also be recorded on the Partial Truancy and non-attendance form.
- If there is still no result the student will be reported to the HSLO.
- If students are unable to attend school for a valid reason the student's class teacher will provide work for the students to complete at home during their absence.

## **Routine Procedures: Students**

Government legislation requires that students between the ages of 6 and 17 are enrolled in a government or a registered non-government school, and attend school on each day that instruction is provided.

- Students are expected to arrive at school on time for commencement of classes at 9:00am.
- On arrival, student should enter the school grounds immediately.
- Students should not leave the school grounds during school without the permission of the principal.
- Students who wish to leave school early must bring a note or have parents inform the school verbally.
- Students who are returning home for lunch must bring a note or have parents inform the school verbally of the arrangements.
- Students who have been absent from school should either bring a note from their parents or parents verbally inform teachers on the day of their return to school explaining their absence. The note should be dated and signed and show the days(s), and date(s) of absences) unless the parents have notified the school giving a reason for the absence.

## Consultation Committee

Marra Creek Public Schools Attendance Policy has been updated with consultation from the school community.

Name	Role	Signature
Marnie Hibbins	Principal	
Kellie Turnbull	SAM	
Heidi Fitzgerald	Classroom/L.A.S.T Teacher	