



Student Attendance Policy and Procedures

Rationale

The Education Act 1972 deems that children who are at least six years old but not yet seventeen are of compulsory school age and must attend school, irrespective of distance from the school or whether the student has a disability or not. Allenby Gardens Primary School has identified attendance as a priority. If students miss the basic skills in the early years of schooling, this may lead to them experiencing learning, social and relationship difficulties.

The primary responsibility for meeting this legal requirement rests with the parent/guardian.

The responsibility for enforcing school attendance is with the Department for Education (DfE). It is a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

During school hours, teachers assume duty of care for students. Knowing where students are and what they are doing during school hours is a legal responsibility. If a student is not at school, the school must establish the reason for the student's absence.

Aims and Outcomes

Allenby Gardens Primary School has developed the Attendance and Lateness Policy with the aim to:

- Achieve consistently high attendance rates.
- Improve parent/school communication regarding attendance.
- Ensure a high level of duty of care – all students' whereabouts explained.
- Develop lifelong positive routines and practices of students.
- Improve student achievement and success.
- Provide support for students, parents/caregivers and teachers.
- Implement agreed processes for managing attendance and student absence.
- Develop an understanding that attendance and attendance procedures are a shared responsibility.



Responsibilities

Parent/Caregiver Responsibilities

- Getting children to and from school on time.
- Ensuring children attend school every day when instruction is offered unless the school receives a valid reason for being absent (e.g. illness).
- Inform the school of any absence for part/whole day by telephone call, flexibuzz, personal visit to teacher/front office, written note, email or seesaw message.
- Ensuring children arrive at school by 8:45am and are collected at 3:05pm or booked into OSHC.
- Make appointments e.g. doctors out of school hours if at all possible.
- Request an exemption (ED 175) from the principal for any known extended absence of ten days or longer.
- Provide a medical certificate for your child after three consecutive days of absence from school.
- Sign student in upon arrival if after 8.50am through procedure at the front office. Provide the school with an appropriate explanation for student lateness.
- Sign student out through the procedure at the front office if taking the child before 3.10pm.
- Respond to communication from the school regarding unexplained absence.
- Work with the school and attendance office to improve attendance when necessary.
- Read and follow the attendance policy.

Teacher Responsibilities

- Mark roll book on Learnlink by 8:50am each day. Record all attendances and absences with appropriate codes. Lateness is defined as arrival after 8:50am.
- Monitor each child's attendance. Monitor patterns of non-attendance and lateness.
- Ensure that students arriving late or departing early are signed in and out at the front office by a parent or guardian.
- Contact home on the 3rd consecutive day of all unexplained absence.
- After contacting parent/caregiver with no parent response, alert a member of the leadership team.
- Document and follow up/interventions/strategies in relation to attendance concerns and follow up.
- Complete and submit Student Review Team (SRT) referral to site Leadership with any ongoing concerns.
- Coordinate the collection of work or suggested holiday tasks for students who are unable to attend school for acceptable reasons and for whom work is requested e.g. family holiday.
- Check termly attendance summaries and verify by signature.
- Ensure all students know and understand the school expectations and attendance policy.
- Retain absentee notifications and explanations from parents regarding non-attendance. If through Seesaw – email screenshot copy of the parent explanation through to admin for central storage. Classroom staff must undertake this process at least once per week.



Front Office & SSO Responsibilities

- Provide attendance information to new families on enrolment.
- File records of all notifications advising of absence from flexibuzz, phone calls, parent conversations etc. Ensure that a reason is provided.
- Ensure attendance records are imported into EDSAS.
- Be available from 8:15am to receive calls of absence/lateness.
- Notify teachers of children going home from the sick room or leaving school early for other reasons.
- Ensure late arrivals and early departures are entered into Learnlink. Ensure teachers receive pass-tab stickers for their records.
- Save and store absence notifications from Flexibuzz and Seesaw in a central location.

Leadership

- Communicate the Student Attendance Policy and Procedures with the whole school community (parents, caregivers, staff and students).
- Review and update the attendance policy as required.
- Monitor and follow up attendance concerns – this includes letters of concern, phone calls, home visits etc.
- Work with support services and attendance officer around chronic absenteeism.
- Develop attendance plans in consultation with parent and caregivers, staff, students and attendance officer.
- Ensure high expectations of attendance are constantly communicated e.g. communication through letters, policy, Facebook, Flexibuzz etc.
- Document interventions, strategies, home visits, phone calls etc. and all reasonable actions and place in student's file.
- Authorise request for Exemption form (ED 175) as required for families. Approved exemptions forms are placed in student file and recorded in EDSAS.