

CASTLEMAINE NORTH PRIMARY SCHOOL

ATTENDANCE POLICY 2020-2022

RATIONALE

Castlemaine North Primary School recognises that regular attendance maximises a student's academic, emotional and social development. This policy defines the procedures and strategies that will assist the school to increase its student attendance rate.

AIMS

1. To maximise learning opportunities by ensuring that student absenteeism is kept to a minimum.
2. To maximise learning opportunities by ensuring that student late arrival to school is kept to a minimum.
3. To put in place agreed processes for managing student absences within the school.

GUIDELINES

1. All enrolled students are expected to attend all scheduled classes.
2. Parents will be provided with a copy of the School's Attendance Policy and advised of attendance expectations on enrolment and at the beginning of each school year.
3. Attendance targets will be set at the beginning of each year and communicated to parents and students.
4. Alternative programs will be arranged for students who do not attend school camps and excursions as these students will be expected to attend school.
5. It is a legal requirement of the Department of Education and Training that parents report all student absences.
6. Student absences need to be reported to the school via telephone call, the Sentral Parent Portal, email to the school email address, student absence proforma, note or verbal message on the morning of the absence.
7. If students are going to be absent for a week or longer (e.g. extended family holidays) parents are required to notify the class teachers at least two weeks prior to the absence so that Education Plans for the students can be developed.

IMPLEMENTATION

1. The school will work with its community through the school newsletter and parent meetings to raise awareness of the importance of regular attendance and to support families in achieving this through regular two-way communication.
2. Classroom programs will be used to reinforce the importance of regular student attendance and punctuality.
3. Improved attendance will be acknowledged and celebrated through class acknowledgements.
4. Parents and carers are encouraged to notify the school via the Sentral Parent Portal. Instructions on how to do this will be shared periodically through school newsletters. Parents will also be provided with a student absence proforma at regular intervals throughout the year.
5. Teachers will mark the roll at 9:00am and 2:15pm each day, recording coded absences and late arrivals.
6. Students who arrive late at school after 9.00am are required to sign the Late Arrival book/Sentral Kiosk located outside the main office. Parents/carers of students in Prep to Grade 2 are required to sign in for their children, Grades 3 to 6 students can undertake this task independently.
7. School absence data will be recorded on CASES21.

8. An Attendance Report will be provided for parents and carers as part of the end of semester reports in Term Two and Four. Attendance data is also available at any time via the Sentral Parent Portal
9. The Principal will monitor student absences at the end of each term and work with students' families where appropriate.
10. Class teachers will contact parents to discuss irregular attendance patterns or frequent late arrival and develop strategies to ensure more regular, punctual attendance.
11. School Psychologist support will be offered to students with additional needs related to school attendance.

REFERENCE

Department of Education and Training – School Attendance Guidelines

EVALUATION

This policy is to be reviewed biannually by staff and School Council as part of the School Council's review cycle.

This policy was ratified by School Council 2020

(Principal)

(President of School Council)

Date: August 2020

Review Cycle Date: 2022