



Attendance Policy and Procedure

At Immaculate Heart Primary School, we are committed to providing a safe, inclusive and supportive environment which promotes open communication, respect, fairness and positive relationships. We believe that the partnership between home and school is a very important part of ensuring our students are happy, secure and open to learning. As a school community we are committed to working together to meet the various needs of our school community. Central to achieving this is trust and open, effective communication between all members of the school community. As a Catholic school the Gospel values form the basis for a proactive approach to communication and problem solving.

Immaculate Heart Vision/Mission

We are community grounded in the core value of RESPECT:

- Respect for self
- Respect for others
- Respect for Safety

KINGDOM PARTNERSHIP LEARNING

Kingdom:

The kingdom of God proclaimed and lived by Jesus is experienced in our community as we:

- Build and sustain a learning community grounded in Jesus' vision of love, liberation and justice.
- Develop a Christian spirituality through an integrated religious education program.
- Engage in an active Christianity using sign symbol and action.

Partnership:

Working in partnership we:

- Promote a sense of belonging in our school community.
- Nurture an environment in which all feel accepted, valued and supported.
- Develop positive, open and honest communication.

Learning:

We are a place of learning. Our learning is designed to be inclusive, holistic, contemporary and individual in order to:

- Support and nurture each child to develop the skills to be a lifelong learner.
- Offer a creative program which is broad and balanced
- Focus on outcomes for life and living.



Values

Immaculate Heart Catholic Primary School encourages and supports students to achieve to the best of their ability through regular attendance at school:

- Regular attendance at school increases the opportunity for children to participate in the life of the community and to optimise students' learning.
- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.

Purpose

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.

At Immaculate Heart Catholic Primary School, we are committed to improving attendance by:

- Promoting a positive and supportive school environment through the 'Engage' strategy
- Ensuring consistent follow up of absences with parents/carers.
- Working with students and families to reduce absenteeism.

Policy Statement

- Immaculate Heart will monitor, communicate and implement strategies to improve regular school attendance
- Foster and promote an understanding that attendance at school is the responsibility of everyone in the community
- Improve communication through reducing number of 'unexplained absences'
- Use attendance data through BI to monitor and identify at risk students and student who are falling under the allocated attendance benchmarks.

Scope

The parents/carers, students and teachers each have specific responsibilities to ensure regular attendance at school.

Parents/Carers Responsibilities:

- Under the Education (General Provisions) Act 2006, students must attend school each day. They must be on time and have all necessary equipment.
- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary
- 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, email, or parent portal prior to the start of school at 8.20am on the day of absence.



- Sign early/late attendance register in the Office if the student is arriving late or leaving early, explaining the reason for lateness/early departure.
- 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.
- Advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

Student Responsibilities:

- Never leave school during school hours without 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 *8:20am* to explain their lateness by signing the late arrival register.
- Remind parents to report to the office if leaving school prior to *2:40pm* to explain their early departure by signing the early departure 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, newsletters and enrolment package.
- Monitor student attendance daily through marking roll the twice per day.
- Notify parents/carers of any unexplained absence, 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.
- 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 absentee line, preferably before 8:00am.
- Writing a note to their child's class teacher via the school diary.
- Class rolls will be marked by staff at the beginning of each day by 9:00am. 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 afternoon after 12:00pm.

Lateness

- Students who arrive late to school after 8:20am are required to report to the Office with their parent/carer, to sign the late arrival register explaining the reason for lateness.
- Students' information is entered into the system and they will be issued with a 'receipt' to present to the class teacher.
- If a student is late for three or more consecutive days, contact will be made with student's parents by a member of the student support team.
- Students who continually arrive late to school may be required to attend an interview with the Principal/Assistant Principal/Student Support team and their parents to discuss the issue and a plan for improving punctuality.

Leaving School During the Day

- Students are not permitted to leave school during school hours without their parents/carers signing the student out in the 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.

School Sport

- Students are not to be taken home directly from school sport without being signed out by their parents/carers.
- In the case of the guardian's delegate, a written note must be presented upon signing out.
- All staff supervising students during interschool sport, will have a class list that has provision for parents/carers (or delegate where with written permission) to sign out the student.
- Upon return to school, teachers ensure their rolls are updated.



Responses to Absences

- Absences for which a satisfactory reason has been provided are considered *explained absences*. A School Secretary will record absentee notifications from parents on the class rolls as “absent” prior to 9.00 a.m.
- An absence for which a satisfactory reason has not been provided is considered an *unexplained absence*.

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 contacting the Office by phone. Parents/carers are asked to immediately contact the Office on the absence line if they believe their child is in attendance.
- When students are absent without explanation for 3 consecutive days, the Class teacher or Assistant Principal will phone parents/carers.
- Where there is a continuation of unexplained absences, or absences without satisfactory reasons, parents will be required to attend a meeting with the Principal or student support team 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*.

Attendance Procedures in the absence of Class Teacher:

- Supply teacher to be given a class list and to mark the roll according to procedure.
- Phone absences through to the office staff at 9:00am and after 12:00pm
- Office staff will enter absence data into eMinerva

Associated documents:	Procedures: Attendance improvement procedures Policy: Forms: Notification of Significant Absence Early and Late arrival notification
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