

WANDANA SCHOOL – ATTENDANCE POLICY



At Wandana School we are committed to educational excellence. We work in partnership with families to provide children with learning opportunities that will provide a solid foundation for their future. Research shows that success in learning is directly proportional to regular attendance and participation in education programs. The Wandana School's Attendance Policy places priority on the early identification of non-attendance and irregular attendance, and outlines practices to support regular attendance of students in our school community.

LEGALITIES

All children between the ages of 6 and 16 are required by law to attend school full time and children between 16 and 17 must participate in a full-time approved learning program (Education Act, 1972). If a child is 5 and enrolls to attend school, then they must attend full time, as any other student. If a student is going to be absent from school for an extended period of time, the parent/caregiver must inform the school immediately. If a child has been ill and has seen a doctor, a certificate from the doctor will assist in accounting for the absence.

Classroom teachers are responsible for keeping an accurate and up to date roll book. Roll books are legal documents and must be an accurate reflection of a student's attendance. All notes and slips given to a classroom teacher to account for absences must be kept with the roll book and not destroyed.

RESPONSIBILITIES

FAMILIES

Parents/Caregivers must enrol their child in an education program from 6 years (the age of compulsion). Once a child is enrolled, even if it is prior to their sixth birthday, they are expected to attend school regularly. The primary responsibility of a student's attendance rests with the parent/caregiver. Having positive parenting in relation to schooling helps children to appreciate the importance of education and learning. Good habits such as structure and routine in the mornings assist children in getting used to getting up and ready for school.

When Parents/Caregivers enrol their child at school they accept the responsibility to:

- Provide information that may assist in planning for the child's learning; for example medical conditions, family issues, developmental milestones
- Enable their child to attend punctually and regularly. At Wandana School children are expected to arrive at school no earlier than 8:30am and no later than 8:40am
- Provide an explanation to the school whenever their child is absent via a letter, a telephone call, personal contact or a medical certificate.
- Apply for an exemption whenever there is a planned absence such as a family holiday
- Let the school know if an extended absence is likely and negotiate with the class teacher if work is required
- When a child is late for school it is appropriate that the parent/caregiver explains the reason for the lateness and ensure a blue late slip is obtained from the front office
- Work with the school on intervention strategies to improve punctuality and attendance if required



STUDENTS

Students enrolled in school have responsibility for their attendance. The level of responsibility will be determined by the individual circumstances of the child.

Children are expected to:

- Attend school regularly
- Be at school by 8:40am
- Go to the office and fill in a blue late slip if arriving after the 8:40am bell
- Engage appropriately in the education program

TEACHERS

Staff are responsible for supporting the agreed attendance improvement processes for the site and will:

- Provide a relevant and dynamic learning program that seeks to engage all children and offers opportunity for success, thus encouraging regular attendance
- Record attendances/absences according to DECD requirements
- After 3 consecutive days of unexplained absence attempt to contact the parent/carer at least 3 times if communication from the family has not been received
- Advise the Counsellor of frequent or prolonged absences through the documentation on a purple attendance concern form to raise concerns about frequent absences, late to school regularly and dismissed early too often.
- Work with Leadership Team and families to develop a Student Attendance Improvement Plan
- Co-ordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested
- Make Mandatory Notifications as appropriate

LEADERSHIP TEAM/COUNSELLOR

The Leadership Team are responsible for developing and supporting the site attendance improvement processes.

The Leadership Team will:

- Ensure that absence data is processed according to DECD guidelines
- Ensure that the appropriate follow up has been completed before attempting to contact parents/caregivers
- Document interventions, strategies, home visits, phone calls and include them in the child's file
- Work with teachers and families to develop an individual Student Attendance Improvement Plan
- Work with teachers and families to determine underlying causes of frequent absenteeism and/or late arrival
- Refer to the Attendance Counsellor if attendance issues are not resolved
- Meets each term with the Attendance Counsellor to review referred cases and pre referral discussions, home visits with AC, case management with AC and other agencies and DECD Support Services. This sometimes results in student attendance plans being developed.
- Work with other agencies e.g. Centacare, ICAN, FSA to work with supporting families to get their children to school.
- Liaises with the AC about code clarifications and other anomalies
- Counsellor keeps Principal informed of any major issues relating to attendance

