



Keilor Views Primary School Attendance Policy

Rationale

At Keilor Views Primary School we believe that student success is determined by good attendance at school. Students need to attend school regularly in order to participate fully and gain maximum benefit from their schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential.

Student attendance is dependent on a supportive school environment, a curriculum that provides for all students and structures, and approaches that facilitate the success of all students.

We acknowledge that monitoring of student attendance enables identification of students at risk and the early implementation of intervention strategies.

We also acknowledge our obligation to monitor the legal requirement for all students under fifteen years to attend school, and that we have a duty of care for all students. School staff should set an example for students, encouraging and emphasising attendance and punctuality.

Purpose

- Maximise the attendance of all students
- Support families in achieving regular attendance for their children
- Provide organisational structures which support the early detection and identification of causes of student non- attendance
- Identify and support all students at risk of non-attendance
- Support staff in monitoring and following up all absences
- Ensure the efficiency and accuracy of data collection for school, legal and audit requirements



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Guidelines

Attendance depends on active cooperation between the school, parent/carers and the student.

Whilst the primary responsibility for meeting the legal requirement for student attendance rests with the parent/carer, the school has the responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

Within the school, the principal has the overall responsibility for student attendance and certain staff have particular designated duties in monitoring student welfare and attendance. As student attendance is fundamental to the role of teachers, all staff need to be actively and cooperatively involved in its maintenance.

Expectations

Students

- Attend and be punctual for all classes
- Provide a medical certificate/written note to classroom teacher on return to school following absence
- Sign in at office and provide explanation if late for school
- Discuss with each teacher procedures for catching up on any work missed through lateness, absence or extended absence.

Parents/Carers

- Ensure that the student attends and is punctual each school day
- Notify the school regarding the student's absence in advance or on the first day of absence
- Provide written explanation to the school for each student absence
- Contact the classroom teacher or Student Engagement Coordinator for assistance if a student is resistant to attending school.



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Classroom Teacher

- Accurately maintain class attendance roll and consistently mark the roll daily at 9.05am and 2.20 pm
- Follow up consistent lateness
- Ask for notes to approve absences
- Monitor students and discuss with individual students when lateness/attendance is a concern
- Communicate with parents if appropriate
- Monitor students and seek support from Student Engagement Coordinator if any student's attendance is an ongoing concern
- Show concern for students who are absent and supply work missed
- Notify the CASES 21 operator in advance of students attending excursions
- Develop and implement a curriculum, which is challenging and engaging to students.

Student Engagement Coordinator

- Identify and follow up consistent student lateness/ absences with parents
- Coordinate, monitor and support teachers, students and parents/carers to implement attendance procedures and policy.
- Regularly monitor percentage student attendance rates
- Support the progress of students at risk through liaison with classroom teachers
- Regularly monitor student attendance through examination and analysis of CASES 21 reports/data
- Support classroom/specialist teachers in the implementation of attendance policy and procedures and in the support of at risk students.

Student Support Services



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- Support of all staff in early intervention of all at risk students

CASES21 Operator

- Generate and maintain class rolls
- Produce a daily list of absences
- Facilitate the tracking of student lateness
- Provide CASES 21 reports to teachers, Student Engagement Coordinator.

Assistant Principal

- Ensure that very clear attendance expectations are evident to students and parents/carers
- Ensure that a good example is set by all staff with attendance and punctuality
- Oversee the consistent implementation and review of policies and procedures.

Principal

- Encourage the development of policies and culture, which encourage student engagement and attendance.
- Ensure that attendance policy and practises are implemented and reviewed on a regular basis

Evaluation of Policy

Keilor Views Primary will be evaluating this policy as part of the school's review cycle.

This policy was ratified by School Council on 22 September 2017