



## LOCK AREA SCHOOL

# Attendance Policy



All members of the school community are expected to meet the requirements of attendance and work to the best of their ability. **Student attendance is everyone's business.**

### **General**

*A child who is at least six years old but not yet sixteen is of compulsory school age, irrespective of distance from the school or whether the student has a disability or not. These students are required to be enrolled at a registered or non-government school and must attend the school on every day that instruction is provided at the school for the child, unless the Minister has granted an exemption from school attendance.*

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 and Child Development (DECD). **The Department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.**

At Lock Area School, our current attendance rate is approximately 92% (2016 data).

As a school we prefer to offer incentives for exemplary attendance and as such, we present **100%** attendance certificates at 'end of term' and 'end of year' assemblies. These are much prized student awards.

To support and monitor student's attendance, we have adopted the following procedures:

### **RESPONSIBILITIES**

#### **Parent's responsibilities**

- Parents/caregivers are responsible for getting their children to and from school
- Children must arrive at school between 8.30 and 8.45am
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent e.g. illness
- Parents must provide the school with an appropriate explanation for the student's absence, usually this is comprised of a letter/note in diary or telephone call from a parent/guardian or a medical certificate - after 3 days a written explanation is required.
- When a student is late for school, it is appropriate that the parent/caregiver explains the reason for lateness. Lateness is monitored on the computer on entry to school - all students must come to the Front Office if late
- Parents/caregivers must let the school know if an extended absence is likely or if the school needs to arrange an exemption and/or work at home for students

#### **Teachers' responsibilities:**

- Monitor each child's attendance
- Record absence and reason for absence in **attendance booklet** and:
- Send to front office every Friday so that absence may be recorded in EDSAS including a reason for lateness/absence.
- Notify front office staff after a student has been absent for 3 days and Admin staff will contact home.
- Document any strategies/interventions and include in student's file

- After contacting parent alert the leadership team through a reminder notice if Attendance concern is noted.

**Other actions:**

- Discuss with leadership team
- Co-ordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested

**Leadership Team Responsibilities:**

- Ensure articles about the importance of attendance is included in the newsletter
- Ensure that the EDSAS Roll is accurately completed. (Front Office SSO role statement)
- The leadership team will complete the letter regarding the absence of a student and send it to the parent
- The leadership team should document interventions, strategies, home visits, phone calls and include in student's file
- The leadership team will refer to an Attendance Counsellor if attendance issues are not resolved
- Principals have delegated authority from the Minister to approve applications for:
  - Temporary exemption from school attendance for periods of up to one calendar month. Parents or guardians should apply in writing to the Principal.
  - Non-approvals should be advised on school letterhead. Copies of such advices are to be retained in school files, together with applications and are to be made available to appropriate departmental officers as required.
- All applications for temporary exemptions exceeding one calendar month, and for permanent exemptions, are to be set out on Form ED 175 and forwarded to Central office.