

## ATTENDANCE POLICY

### PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures that Yarraville SDS has in place to
  - support, monitor and maintain student attendance
  - record, monitor and follow up student absences.

### SCOPE

This policy applies to all students at Yarraville Special Developmental School (SDS).

This policy should be read in conjunction with the Department of Education and Training's School Attendance Guidelines.

### DEFINITION

*Parent* – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

### POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Yarraville SDS during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Yarraville SDS, or
- the student is registered for home schooling and has only a partial enrolment in Yarraville SDS for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Yarraville SDS believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Yarraville SDS parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Yarraville SDS about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments, NDIS services and other activities outside of school hours.

### **Supporting and promoting attendance**

Yarraville SDS's *Student Wellbeing and Engagement Policy* supports student attendance. Our school also promotes student attendance by providing breakfast club.

### **Recording attendance**

Yarraville SDS must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Yarraville SDS duty of care for all students

Attendance will be recorded by the classroom teacher at the start of school day and after lunch using Compass.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

### **Recording absences**

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Yarraville SDS of absences by:

- Contacting reception or the classroom teacher
- Marking the attendance roll on Compass for their child
- If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Yarraville SDS will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

Yarraville SDS will keep a record of the reason given for each absence on Compass. The principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If Yarraville SDS considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**parent choice**'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**parent choice unauthorised**'.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file. Parents will be notified if an absence has not been excused.

### **Managing non-attendance and supporting student engagement**

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Yarraville SDS will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- arranging for assistance from relevant staff e.g. Wellbeing AP and School Chaplain
- We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required,

### **Referral to School Attendance Officer**

If Yarraville SDS decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the South Western region for further action.

If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the principal may make a referral to a School Attendance Officer if:

- the student has been absent from school on at least five full days in the previous 12 months where:
  - the parent has not provided a reasonable excuse for these absences; and
  - measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
  - the student has been absent for 10 consecutive school days; or
  - no alternative education destination can be found for the student.

### **MORE INFORMATION AND RESOURCES**

- [School Attendance Guidelines](#)
- The Department's Policy and Advisory Library: [Attendance](#)
- [School intranet](#)

### **ATTENDANCE FOLLOW UP PROTOCOLS:**

#### **PERSON SIGNING BUS ROLE**

- A walk through the bus to see if all students have disembarked

#### **CLASSROOM TEACHER**

- Mark the roles every day by 10.00 am
- If child is absent without any explanation from parent / carer / message from the bus chaperone, ring parent to enquire on the day at the earliest convenient
- Send out REASON FOR STUDENT ABSENCE SHEET if student returns without explanation
- If excuse given go into cases and put in
- If child absent for 3rd day unexplained refer to team leaders
- If a child is absent for 3+ days in the term ring parents to enquire reason and remind regular attendance is important
- If a child is absent for 5+ days in the term refer to team leader for follow up
- Maintain regular contact with Parents/caregivers
- View attendance on a weekly level for early identification
- The office can support you to generate a report
- If seeing a pattern seek support from LA leaders
- Keep all absence slips and notes in termly folders ( Plastic pockets)

#### **LEARNING AREA LEADERS**

- 3+ consecutive days unexplained - phone call home (referred by teachers)
- 5+ days absence in one term – phone call home
- If no improvement - letter home (Cases form ST21320)
- If no improvement – support /reengagement plan with classroom teacher, LA leader, AP/Principal if deemed necessary
- Analyse absence data termly to identify regular absence patterns

- Targets for early intervention
- Feedback to teaching staff for regular monitoring
- Drafting individual support plans
- Refer persistent cases to wellbeing for follow up/family support

#### **OFFICE**

- All phone correspondence to office or staffroom to be recorded on absence sheet and passed to class teacher before 10 am
- Adjust late attendance and early leavers
- Input CRT hard copies of rolls
- Generate Absence correspondence at Learning Area Leader request
- Generate termly reports for LA leaders
- Enter data retrospectively if more than three weeks has passed

**REVIEW CYCLE:** This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified by School Council on: 23<sup>rd</sup> March 2021