



ATTENDANCE POLICY

Niagara Park Public School

Attendance Policy

2015

Rationale

At Niagara Park Public School, regular attendance is regarded as an important component in the achievement of student learning outcomes. Measures to establish acceptable attendance patterns include:

- acknowledging and encouraging good attendance
- early detection of poor attendance, and
- prompt, positive intervention measures.

These are integral components of Student Welfare Policies.

Students who have frequent or long periods of absences are likely to fall behind in their work. This may lead to, or increase, difficulties with learning.

Niagara Park Public School recognises and values the benefits of positive home/school relationships and seeks to involve parents in developing and maintaining the strategies that support the development of positive patterns of attendance for all students. Parent and care giver support will be sought in developing and maintaining the Attendance Policy.

Students are required to be present at lessons or activities organised by the school, unless, through sickness or other acceptable reasons, they are unable to attend. If a student is absent for a whole day or part thereof, the parents /carers is required to provide a written explanation for non-attendance when the student returns to school. Where parents/carers are aware that a student is likely to be absent for 3 days or more, they should advise the school prior to the student's return. If no explanation is forthcoming, the school will contact the parent/carer and seek an explanation.

The direct responsibility for the efficient monitoring of daily attendance is placed on the classroom teacher, who is required to mark class rolls daily. It should be noted that a positive, caring approach to the student by the class teacher is vital to developing and maintaining good attendance. Support will be sought from the District Home School Liason Officer where school strategies are not successful.

Notes regarding attendance should be retained by the school for 12 months. The school will inform parents of attendance policies and procedures at the beginning of each new school year and include periodic reminders in the newsletter.

Procedures for Recording and Monitoring Attendance

1. Class Roll

- Class rolls will be maintained by the classroom teacher.
- Rolls will be kept from the first day of term. A temporary roll will be kept for one week until numbers stabilise and official rolls are distributed.
- The roll will be marked daily on Sentral.
- Rolls will be kept within school records for the designated period of time.
- Rolls will be available for inspection and use by Departmental officers in accordance with regulations.
- All directions in the front of the roll folder form the school policy on how to set out and use the roll.
- As this document is a legal document, its compilation should be professional in both presentation and accuracy.
- Reasons for absences offered by parents or guardians should be provided in writing. Teachers may accept a verbal reason from parents provided they make a written notation (signed and dated) to add to their note file. Make use of the Verbal Messages are recorded on Sentral.
- All notes explaining absences must be kept for one whole year from the date of receipt.

NB: At the end of the school year all class rolls and absence notes are to be sent to the Administrative staff for secure storage.

2. Change of Attendance Records

Removals/additions/corrections will be carried out by the class teacher or administration. Names of students who leave the school to attend another school will be removed from the roll only when confirmation of enrolment at the new school has been received. This confirmation would be in the form of a transfer request from a government school or confirmation from an Executive member of a non-government school.

The HSLO is to be contacted if a student has received a transfer certificate and no request for Personal Record Card has been received after 5 days.

3. Early Leavers

Students will not leave school grounds without prior permission of the Principal or Assistant Principal. Students who leave before normal completion time must:

- Be collected from the school by a parent/caregiver or by a responsible adult who has written permission from the parent/caregiver to collect the child.

The person responsible for collecting the student must call at the front office and receive an early release recorded on Sentral.

4. Excursions/Sporting and Other Visits

Students attending off site Departmental activities/programs are to be marked as present.

At School Carnivals, rolls are marked in the usual way. Similarly, all Stewart House visits to be recorded on Students Record Card with dates.

5. Illness

Students who are ill and need to be sent home (with the permission of the Principal) will have the Early Release recorded on Sentral at the time of departure.

6. Lateness

Class rolls will be marked immediately after the morning bell at 8.55am. Students arriving after that must report to the office and follow the procedures set out below:

- Complete a Late Arrival note from Sentral by the SAO/SAM.
- Promptly proceed to class and present the Late Arrival form to the class teacher and/or Executive.

Details of all late arrival should be noted.

Parent/caregivers of persistent latecomers will be contacted by the class teacher and/or Executive.

Notes of explanation for lateness are filed with absence notes.

Verbal reports of student absence from the parent will be recorded on Sentral.

7. Returning to School From Lengthy Absence

School refusers and students returning to school from extended absences need support.

The class teacher will arrange a case conference through the Learning Support Team, including the HSLO, to discuss gradual/part-time/fulltime return to school and level of assistance required. It is expected that the LST will develop and monitor a program to support individual students in returning to school.

8. Special Circumstances Attendance Register

Where rolls are not marked due to strikes, School Development Days or Natural Disasters, a written record is to be kept of students who attend school on those days. This record will be stored as per other attendance data.

9. Strike Days/Industrial Disputes

If the rolls are marked on a strike day and a student is absent, "L" is to be recorded above the "a". Such an absence will not affect the student's attendance record, i.e. the absence is not recorded as part of the student's absence total. Recording such a case in red ink will remind the person tallying the term absences NOT to count it. If the industrial action prevents the roll from being marked a broken line should be ruled through that day's column and the notation "Roll Not Marked – Industrial Dispute" recorded within.

If industrial action prevents the school being open for a half day, Attendance Registers are to be marked for the half day the school is open. Students who are absent for the half day the school is open should be recorded as "**A PA**" **unless** parents or caregivers have notified the school of the student's absence. A half day strike should be noted in red in the back of the class roll.

10. Variations in Routine

Variations to school routines are to be recorded on Sentral.

Roles

1. Administrative Staff

Securely store absentee notes for required period of seven years.

2. Class Teachers

Ensure that the roll is marked in accordance with policy
Reinforce importance of regular attendance
Actively encourage students to provide written explanations of absences.

Advise the Principal and Deputy of students with attendance problems.
Welcome students with a Late Arrival Note and send late students to office if they do not have a Late Arrival

Note.

Send absence note to parent on the third day of an unexplained absence.
Inform Executive of outcome of unexplained absence phone calls or letters.

2. Executive Staff

Ensure staff are knowledgeable of policy and practice regarding monitoring of student attendance.
Inform the Principal of all issues relating to student attendance.
Deputy to issue reminders for whole day and partial attendance each Friday.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle or when advised of any amendments to the Copyright Act.

This policy was ratified by School P&C on ____ / ____ / ____