



Attendance Policy

Roll Marking

- Attendance records are maintained using SchoolBytes. Teachers mark class rolls daily by 9:30am.
- ClassDojo, emails, SchoolBytes should all be checked prior to marking rolls and any absences recorded. Teachers are to encourage parents/carers to explain absences via SchoolBytes or communicating with the front office.
- Office sends text messages to all students who are absent unexplained or late unexplained.
- Late arrivals and early departures are recorded in SchoolBytes at the office-by-office staff. Late students will receive a slip from the office to give to their class teacher. Do not send students back to the office – phone office if a student is late and has not been through the office (have a slip).

Notes and explanations for absence

Responses to text message are recorded throughout the day by office staff.

Teachers are to send written notes to the office each morning and retained for two years from the date of receipt.

Recording absences

See Roll Marking for coding explanation of student absences.

A	The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the Principal. It is at the Principal's discretion to accept or not accept the explanation provided.
S	The student's absence is due to sickness or as the result of a medical or paramedical appointment. a medical certificate is provided or the absence was due to sickness and the Principal accepts this explanation Principals may request a medical certificate in addition to explanations if the explanation is doubted or the student has a history of unsatisfactory attendance.
L	An explanation of the absence is provided which has been accepted by the Principal. This may be: misadventure or unforeseen event participation in special events not related to the school domestic necessity such as serious illness of an immediate family member attendance at funerals travel in Australia and overseas* recognised religious festivals or ceremonial occasions *An Application for Extended Leave-Travel must be made by the parents. A Certificate of Extended Leave-Travel is granted by the Principal on acceptance of the application. When the travel period is greater than one school term access to Distance Education must be considered.
B	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: school sport (regional and state carnivals) school excursions



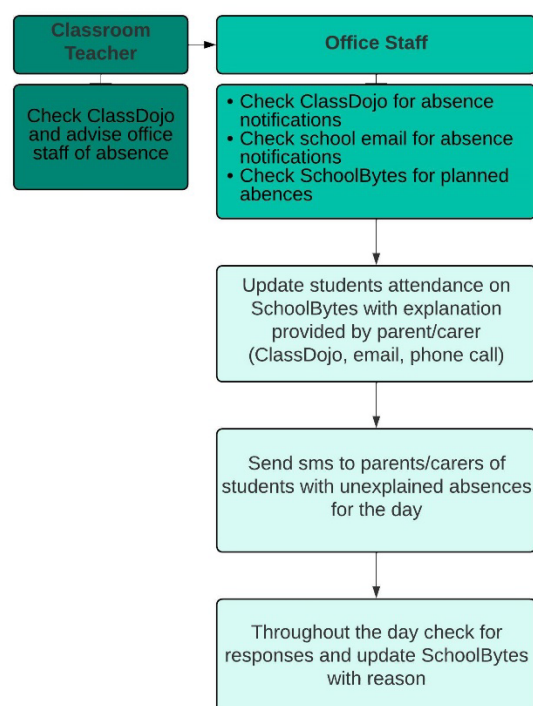
- Parents are required to explain the absences of their children from school within seven (7) days from the first date of absence.
- Teachers will undertake ALL reasonable measures to contact parents promptly, teachers to follow Attendance Monitoring Flowchart.
- When frequent absences are explained as being due to illness:
 - Consult with parents regarding the health care needs of the student
 - Discuss with principal
 - Principal may request that medical certificates are sought for the absences
 - Develop strategies to support regular attendance at school
 - In any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student all required reports are made to contact made with the Child Wellbeing Unit (as required by the Mandatory Reporter Guide).

Partial absences

Teachers do not need to record partial absences. A record detailing the date and specific times the student was absent will be maintained by office staff as all parents are required to request a late note or early departure slip from the office.

Roll Marking - Teachers

- Attendance records are maintained using SchoolBytes, teachers mark class rolls daily by 9:30am.
- Late arrivals and early departures are recorded at the office. Teachers do not need to record partial absences.
- Absence notifications from parents by phone, email, SchoolBytes and ClassDojo to office staff, are entered into SchoolBytes.





Extended Leave - travel or holiday

When Parents/Caregivers inform teachers or office staff of intended long term absences or family holidays, outside of vacation period, the principal is consulted.

Office staff issue and facilitate the completion of pertinent documents as directed by the principal.

- If a parent notifies the classroom teacher of any intended leave including holidays, they should instruct the parent to notify the office as soon as possible to complete any relevant documentation to support this.
- Where a principal considers that the travel is appropriate during school term, the principal should issue the parent with an Application for Extended Leave - Travel for completion and inform the parent that the absences will be recorded as "L" - Leave.
- When travels period exceeds one school term access to Distance Education must be considered.
- On accepting a parent's application, a Certificate of Extended Leave - Travel must be issued. The original certificate is provided to the parent and a copy of the certificate placed in each student's record.
- International holidays (no exception the length of time) require an Extended Leave form
- Domestic holidays that exceed 10 school days require an Extended Leave form
- Extended Leave form is accessible on SchoolBytes

Planned Monitoring

Action	Responsibility	Time frame
Mark class rolls	Class teacher	Daily
Check all rolls are marked	Office	Daily – 9:30am
Request absence explanations	Class teacher	Immediately on return
Run report for unexplained absences for the week and advise class teachers	Office	Friday
Contact parents of students with outstanding unexplained absences as advised by office	Class Teacher	Friday/Monday
Call parents of students with remaining outstanding unexplained absences	Office	Monday
Report any outstanding unexplained absences and flag any potential attendance concerns with executive team	Office	Monday (fortnightly)
		Follow the flow chart for any student absence
Attendance monitoring	School office staff provide Executive Team an 85% absence report. Discuss with class teachers.	Fortnightly
Attendance monitoring	LST	Fortnightly
HSLO referrals	Principal	As required



- The school monitor the regular attendance of students and develop and implement strategies to support students with identified attendance issues
- Attendance reports are monitored fortnightly by the Executive Team
- If the school is unable to resolve individual cases of unsatisfactory attendance, the Home School Liaison Officer (HSLO) will be notified. This referral may be based on any one incidence of unsatisfactory attendance, long-term absence, or patterns of recurring short-term absence. Referrals are made in writing on the Referral Form: Unsatisfactory School Attendance. A record of all referrals is kept at the school and notated on the Student Record Card.

Rewarding Positive Attendance

We will utilise the Attendance Matters resources to communicate the importance of positive attendance. Each term we will have Attendance Matters reminders in the newsletter.

Students with attendance of 95% and above during the semester will receive an award with their school report.

Each week, students with 100% attendance will go into a class draw and the winner is rewarded with a Zooper Dooper ice block. At the end of the term, all students who have had 100% attendance for a week will go into a draw and one winner from each class will be rewarded with a morning tea with the principal.

Intervention

LaST to work with class teachers assess if an individual plan is required and to establish the appropriate intervention.

LaST will work with teachers when concerns are raised and develop an ILP when poor attendance rate is identified as a student driven issue.

Parents will be able to access their child's attendance on SchoolBytes, they are able to explain unexplained absences and view their child's percentage and heatmap.

