

ATTENDANCE POLICY AND PROCEDURES



Stirling East Primary School

Version Number :

Date Created : / /

Date of Review : / / DUE

GENERAL

A child who is at least six years old but not yet sixteen is of compulsory school age (from 1/3/03), irrespective of distance from the school, and is required to be enrolled at a registered government or non-government school and must attend the school on every day instruction is provided at the school for the child unless the Minister has granted an exemption from school attendance. Children under six years of age and not under compulsion are required to attend school for the entire day school is open for instruction once enrolled

WE BELIEVE:

- future student success is determined by good attendance at school;
- parent attitude to regular and on time attendance is paramount in avoiding future truancy; and
- successful students are well organised and start the day on time.

RESPONSIBILITIES

Parents' responsibilities

- Parents/caregivers are responsible for getting their children to and from school.
- Children should arrive at school between 8.30am and 8.40am.
- Children should attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg, illness).
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter or telephone call from a parent/caregiver or a medical certificate. After three days a written explanation is required.
- When a student is late for school, it is a requirement that the parent/caregiver explains the reason for lateness.
- Parents/caregivers must let the school know if an extended absence is likely or if the teacher needs to arrange work at home for the student.

Teachers' responsibilities

- Monitor each child's attendance.
- Record absence and reason for absence in roll book and send to front office by recess each Friday.
- EDSAS can record reason for lateness, therefore include that for record keeping.
- Absent notes are placed in pigeon holes.
- Let Principal know if absent for 2 days without parent contacting school.
- Co-ordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.

ATTENDANCE POLICY AND PROCEDURES



Stirling East Primary School

Version Number :

Date Created : / /

Date of Review : / / DUE

Principal's responsibilities

- Ensure that EDSAS roll is accurately completed.
- The Principal will complete the letter regarding the absence of a student.
- The Principal/class teacher should document interventions, strategies, home visits, phone calls and include in student's files.
- 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/caregivers should apply in writing and Principals should also advise approvals and non-approvals 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 department officers as required.
- All applicants for temporary exemptions exceeding one calendar month, and for permanent exemptions, are to be sent out in Form ED175 and forwarded to the Student Attendance Counsellor.
- The Principal in consultation with the teacher will refer to an attendance counsellor on an ED171 if attendance issues are not resolved.
- Student who arrive before 8.30am will be sent to Before School Care. If there are no vacancies the student(s) will be supervised by the Leadership Team.

Endorsed by : / /
Chair Governing Council

..... / /
Principal