

STUDENT ATTENDANCE POLICY

Fawkner Primary School

Aims:

- To address student absenteeism to state means or below
- To accurately account for all student absences.
- To provide information/education for parents and students on the importance of education and full school attendance.
- To develop strategies for the identification of and early intervention for students who are at risk of developing poor attendance patterns.
- To provide support and strategies for parents, students and teachers to improve student attendance.
- To inform families about the changes to Education, Training and Reform Act of 2006 regarding compulsory school enrolment attendance.

Guidelines:

- Student attendance will be accurately recorded on class rolls by teachers in the morning and afternoon.
- Attendance will be entered onto CASES21 by office administrators
- All absences are to be accounted for by either verbal or written communication.
- The following Reason codes should be used in class rolls:-

111	Late	300	Truancy	610	School Production
112	Early Departure	400	Suspension/In School	606	Camp
201	Illness	401	Suspension/External	800	Parent Choice
205	Medical Appointment	500	Unexplained	802	Exempt/Preps/Yr 6 Transition
211	Bereavement	600	Educational	804	Extended Family Holiday
		604	Excursion	901	Industrial Action

- Notes will be collected by the classroom teacher and filed on a daily basis in the roll.
- Students departing from the school for appointments or illness must be signed out at the register in the office.
- Attendance issues should be referred to the Principal/Assistant Principal.

- Attendance targets are to be determined from the Annual Report absence data.
- The importance and benefit of school attendance will be promoted to students and their families through strategies such as newsletter articles and parent meetings.
- Student attendance will be reported to students and families on mid and end of year reports.
- Proactive strategies will be implemented to identify and follow-up students with unsatisfactory attendance.
- The Business Manager will provide absentee notices to classroom teachers to deliver to students with no explanation of absence/s.
- Dependent upon discussions with Assistant Principal, a meeting with parents/carers will be convened if nonattendance is persistent and is deemed to be placing a student at risk.
- Classroom Teacher, Principal, Assistant Principal and Parent/Carer will be in attendance at this meeting.
- Where a student has been absent from school on a least five full days in the previous 12 months, and the parent has not provided a reasonable excuse for these absences and measures to improve student attendance have been undertaken by the school and have been unsuccessful, the principal can exercise their discretion to refer the matter to the School Attendance Officer for further action. School Attendance Officers can then issue a School Attendance Notice to the Parent giving the parent the opportunity to provide reasonable excuses for these absences. Failure to comply with this Notice may result in the issue of an Infringement Notice, which carries with it a penalty of approximately \$70.
- Regular reviews of attendance rates will take place and parents will be contacted for unexplained student absenteeism over this period.

Evaluation:

This policy will be reviewed as part of the school’s three-year review, next review 2017.

This policy was last ratified by School Council on the