



Albany Primary School

Attendance Policy

POLICY

The school (Principal) is responsible for the accurate recording and rigorous monitoring of the attendance of all students and for implementing appropriate strategies to restore attendance if there are attendance issues.

BACKGROUND

It is widely recognised that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. It is also widely recognised that attendance problems are best managed by early identification and intervention

The School Education Act 1999 requires compulsory aged students, as defined in the Act, to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction unless an arrangement in writing has been entered into for a student.

Albany Primary School has a few families whose record for attendance is a cause for concern and need to be regularly checked or monitored.

The following needs to be in place to enable early intervention and the setting up of strategies to improve their attendance.

ATTENDANCE

1. Accurate attendance records must be kept for all enrolled students from PP – Year 7 via the Attendance Register or Cosy Corner, SIS programs.
1. The Attendance Register should be sent to the Principal / Deputy, responsible for keeping attendance data, **weekly on a day designated (usually Friday)**.
2. Absences from school for whatever reason should be covered by a note or message (verbal or phone) from the student's Parent or Guardian. These need to be recorded in the Roll.
3. Concerns about any student's attendance (**under 85% - 90%**) are to be raised with the Principal / Deputy in charge of Attendance as soon as possible.

PARENT GUIDELINES

Parents may support the school by:

- a. Ensuring they promote and expect regular attendance with their children.
- b. Minimise absences by ensuring that the student is only absent due to illness, injury or urgent family business/issues that involve the whole family.
- c. Discussing with the class teacher issues that may be affecting the student's sense of well-being at school and therefore affecting the desire to attend. (eg Phantom illness brought on by bullying)
- d. Monitoring the time and reasons why their child is absent from school.
- e. Ensuring full attendance leading up to the end of a term or year.

STAFF GUIDELINES

Staff are required to:

- a. Follow procedures set out by the Education Department and the School Administration.
- b. Encourage students to attend and work proactively with students and parents to maximise attendance.
- c. Monitor attendance and seek support and intervention from the Administrator responsible for attendance.
- d. Implement programs that meet the needs and interest of students so that they are successful and want to be at school to achieve.

ADMINISTRATORS GUIDELINES

- a. The school will appoint an administrator to co-ordinate, monitor and manage attendance matters.
- b. The administrator will liaise with the principal on attendance matters.
- c. The administrator will ensure that processes are out in place to assist parents to improve attendance where required.
- d. Liaise with Departmental officers in place to assist schools.
- e. Assist the principal to set annual targets to either maintain or improve attendance of individual students/families or the general student population.

CONCLUSION

The staff of Albany Primary School understands that maximised attendance supports effective and sustained learning and therefore they will aim to implement a program that engages students as much as possible.