

MALLALA PRIMARY SCHOOL ATTENDANCE POLICY 2013



VISION:

Mallala Primary School is committed to all students attending school fulltime in order to fulfil their maximum potential in education and learning.

STATEMENT:

At Mallala Primary School we believe success is determined by regular attendance at school. We work hard at supporting our students and families to maintain their attendance at school. At Mallala it is essential to students learning that they are punctual, as the morning is our peak learning time and organisation for the day occurs first thing in the morning.

RESPONSIBILITIES:

FAMILY

The primary responsibility of a student's attendance rests with the parent / carer. Having positive parenting in relation to schooling helps children to appreciate the importance of education and learning. Good habits such as structure and routine in the mornings for school assist children in getting used to getting up and getting ready for school.

SCHOOL

The school has a duty of care to their students whilst at school. Classroom teachers are responsible for marking the daily attendance and keeping a record of this in their roll book. This information is then collated and put into a data base which is monitored by the Department for Education and Child Development.

The school has a strict policy regarding absence. If a student displays a pattern of non-attendance or misses several days and explanations are not given Senior Staff will follow up with families via phone and letters / notes in student diary.

Where chronic non-attendance becomes an issue, the school will phone families and request meetings to discuss the issues and barriers influencing regular attendance. The school, in

partnership with the family will then work on improving attendance and develop an attendance improvement plan.

DEPARTMENT FOR EDUCATION AND CHILDREN'S SERVICES

Where chronic non – attendance (10 days or more in a term) does not improve with school support, the school will make a referral to the Department for Education – Student Attendance Counsellor.

The Student Attendance Counsellor will then work with the family on the issues and barriers for non – attendance, and work with the family and school collectively to address these issues and improve attendance.

LEGALITIES

All children between the ages of 6 -16 are required by law to attend school fulltime under the Education Act 1972. If a child is 5 and enrolls to attend school, then they must attend fulltime. If a student is going to be away from school for any amount of time, the parent / caregiver must inform the school immediately. If a child has been ill and has seen a doctor, a certificate from the doctor will assist in accounting for the absence.

Classroom teachers are responsible for keeping an accurate up to date roll book. Roll books are legal documents and must be an accurate reflection of a student's attendance. All notes and slips given to a classroom teacher to account for absences must be kept with the roll book and not destroyed.

START TIME / FINISH TIME

8.55 am The yard is open at 8:35am

3:15

LATE ARRIVALS / EARLY PICK UP

Students **MUST** sign in / out via the front office.

Student Absence Procedures

Roll Book

The roll book must be filled in correctly, using the procedures below. It is a legal document and may be used in the event of a court case.

Procedure

- Collect roll book from day book table in staff room each morning.
- Enter absences using correct code. This MUST be in ink.
- Roll book returned to front office by 9:10am.
- The previous week's roll must be checked and signed once correct. Any alterations needed to be highlighted.

Absences

If a student is absent and no explanation is given the next day:

- Slip to be sent home with the child on their first day back.
- If the slip is returned the following day, the roll book should be corrected and highlighted.
- Slip is placed in roll book sleeve.
- If slip is NOT returned then the parent MUST be called the next day.
- Document on the bottom of the roll book that you have contacted the parent and correct the code.
- If contact cannot be made then notify Alec in writing via a note or email.
- It is not acceptable that the 'U' code remains on the roll book.

Three day in a row absences

- Teacher MUST call parent on third day
- Phone call to be recorded on bottom of roll book sheet
- Correct roll book and highlight.
- If contact cannot be made then notify Alec in writing via a note or email.

Late

- A student is considered late until 11:00 then they become a morning absence (M)
- A student is considered late if they arrive after the rest of the class has gone in.
- A late student must collect a late slip from the front office to give to the class teacher.
- Late slip to be placed in the roll book sleeve.

Early Departures

- A student is considered an early departure if they leave after 1:40pm.
- A student who leaves before 1:40pm is considered an afternoon absence (A)
- Parents must collect a slip from the front office before they take their child from the class. This will be given to the teacher to put in the roll book.

Student Absence Recording Procedures

Each morning

SSO

- SSOs check text messages on the school mobile kept in the top drawer under printer in Leeanne's room
- Roll books arrive from each class.
- If roll books have not arrived by 9:30, SSO to contact the class teacher.
- SSO makes any alterations on EDSAS/DUX, which have been made by teacher. These should be highlighted by the teacher.
- Once alteration is entered into EDSAS/DUX, SSO initials the sheet where the alteration has been made.
- If a parent contacts the school via phone call or text message, a white slip will be filled in and put in the class teachers' pigeon hole by SSO.

Teacher

- Teacher codes absences for day and sends to the office by 9:30
- If two teachers share a class, they should check each other's pigeon holes for white slips.

Each week

SSO

- Absence Grids to go in class teachers' pigeon holes at the end of the week, ready for the following week.
- Most recent Absence Grid to be at the front of the folder.

Teacher

- Teachers check and note (highlight) any changes with codes required for previous week and sign
- Most recent Absence Grid to be at the front of the folder.
- Green, yellow and white slips to be attached to the back of the relevant week.