**SCHOOL ATTENDANCE**

**Every day at school counts!**

**Compulsory Attendance and Absences Policy**

“A parent of a child of compulsory school age is obliged to ensure that their child attends school on every school day for the educational program in which he/she is enrolled (Education General Provisions Act 2006).”

“Any time during which a student is not attending or participating in their educational program is considered an absence and requires explanation... (Education Procedures and Policy Register SMS-PR-029: Managing Student Absences)”

Regular attendance by each child is necessary for satisfactory progress to be made. Parents/carers must assume the responsibility for the regular attendance of their child/children under the Education General Provisions Act 2006. Teachers mark rolls twice daily and are required to code the reasons for non attendance at school. Parents are requested to advise the school of reasons for any absence either by ringing the school (a message service is available out of office hours) or in writing within 2 days of the student’s return to school.

Since it is the school’s overarching aim to enhance learning outcomes, absenteeism is monitored carefully to ensure a student’s opportunities to learn are not impaired. Information relating to student attendance is included in the student report form issued at the end of each semester.

Absences for which a satisfactory reason has been provided are considered explained absences. Absences for which a satisfactory reason has not been provided are considered unexplained absences. When there are significant occurrences of unexplained absence or after three consecutive days of absence without explanation, class teachers will follow up by contacting parents requesting the reason for the child’s absence. Ongoing regular non-attendance at school will be referred to the relevant Deputy Principal and followed up by school administration.

The following table provides an indication of the impact of significant absence from school on the student’s access to learning time.

<table>
<thead>
<tr>
<th>Attendance during one school year – 40 school weeks</th>
<th>Equates to days absent during one school year</th>
<th>Which means the number of hours learning missed is...</th>
</tr>
</thead>
<tbody>
<tr>
<td>95%</td>
<td>10</td>
<td>50 hours</td>
</tr>
<tr>
<td>90%</td>
<td>20</td>
<td>100 hours</td>
</tr>
<tr>
<td>85%</td>
<td>30</td>
<td>150 hours</td>
</tr>
<tr>
<td>80%</td>
<td>40</td>
<td>200 hours</td>
</tr>
<tr>
<td>75%</td>
<td>50</td>
<td>250 hours</td>
</tr>
</tbody>
</table>

When families plan for a student to be absent for more than 10 consecutive school days for any reason, the parent should comply with their obligations in respect to compulsory schooling or compulsory participation under policy guidelines by either:

- Seeking an exemption from their obligation through the principal or
- By negotiating with the principal to make an alteration to a student’s educational program or
- By seeking to make a flexible arrangement for the student through the principal.
If truancy is suspected, the matter will be reported to the parents and/or appropriate authorities.

**Arriving at School**

Children have a better opportunity to perform well if they arrive at school on time and are able to prepare for the school day. Arriving late on a regular basis can impact significantly on a student’s ability to engage in and follow the lesson and may influence perceptions of the value of school and punctuality. For this reason we ask all parents/carers to make continued efforts to ensure their children arrive at school by 8:45 a.m.

**Parents at School**

Parents who remain with their children until students have access to their classroom (or who collect them from school in the afternoon) are asked to ensure that their children comply with the school rules and expectations that apply to all other children during these times. All children have designated areas in which to assemble before school (See School Routine) and should not be outside classrooms, on verandas or in the playgrounds. Compliance with these guidelines assists in maintaining consistency for all children and reinforcement of the school’s expectations without exception. Our duty of care obligations may be compromised if adult supervision and compliance with school procedures does not occur.

**Late Arrival at School**

If children are late arriving at school, they are required to report to the office and inform office staff who will record their late arrival and provide them with a late slip. Deputy Principals will monitor and contact the parents of students who are regularly late without adequate reason.

**Early Departure from School**

Parents are requested to inform the class teacher by note, phone call or in person on the morning prior to the time early collection is to occur and need to be signed out at the office before leaving.

During school time, students will not be permitted to walk unaccompanied out of our care to make their own way home independently or to wait in car parks or at the front of the school for a parent to collect them. If a person other than a parent/carer is to collect a child from school during the school day, the person’s details will need to be provided to the school by the parent and added to the child’s file as an emergency contact.

**School Departure at the End of the Day**

Parents/caregivers are requested to wait in the Junior Courtyard or under B Block after school until classes finish for the day. This procedure maximizes class time without distraction for the children and anxiety for individuals who cannot see their parent or carer waiting nearby.

Students are dismissed at 3pm. Once dismissed, students are to proceed home as directed by their parents/carers. **For safety reasons, children are not permitted to play on playground equipment after school – this includes the Prep Playgrounds. Staff will not be rostered to supervise these areas after students have been dismissed.**

Parents/carers who collect students each afternoon are asked to ensure that their children are not left waiting for long periods after school. Children who have not been collected by parents/caregivers by 3:30pm may be phoned by the school office and will be sent to the OSH Club. Parents may be required to meet supervision costs should they be incurred.