

STUDENT ATTENDANCE POLICY

Rationale

In accordance with the *Education and Training Reform Act 2006*, *Education and Training Reform Regulations 2007* and *Education and Training Reform (School Attendance) Regulations 2013*, children of compulsory school age (six years and up to the age of seventeen years) are required to be in full-time attendance at a government or registered non-government school (unless receiving registered home tuition or correspondence education). In exceptional circumstances, an exemption from school attendance may be granted.

Purpose and Application

This policy outlines the School attendance requirements for students attending Canadian Lead Primary School.

This policy applies to students, staff, parents and guardians of Canadian Lead Primary School.

Background

Research into school attendance has identified factors that facilitate effectiveness in maintaining student attendance. In this regard Canadian Lead PS aims to provide:

- a supportive school environment that includes a comprehensive curriculum that provides for all students;
- structures and approaches that facilitate the success of all students;
- effective record keeping;
- prompt follow-up of absences;
- close liaison with parents/guardians;
- guidance and support for those with attendance problems; and
- a cooperative community/interagency approach to the area.

Attendance Standards

Canadian Lead Primary School is subject to the following attendance standards: *Education and Training Reform Act 2006, Education and Training Reform Regulations 2007 and Education and Training Reform (School Attendance) Regulations 2013.*

Policy

Student attendance depends on active cooperation between Canadian Lead Primary School/parents/guardians and the student.

Responsibilities of Parents/Carers

It is the obligation of parents and guardians to inform the school of the reason for a student's absence. Parents/guardians are encouraged to notify the school in advance of any absence, where practicable. Where there is any doubt about the whereabouts of a student, prompt communication will occur with the parents/guardians. Parents of students are to contact the school via the school office on 5333 7170 before 9.30am or via the Canadian Lead School App on the day of the absence.

Parents should inform the school of the reason for their child's absence so that the school can:

- determine if the child's absence needs to be excused by the Principal, in line with school policy and these guidelines and record if the parent has a reasonable excuse for not meeting their obligation to ensure their child attends school each day.
- determine the appropriate follow up to ensure the child's education and wellbeing is supported

Responsibilities of Teachers

The roll will be accurately recorded on CASES 21 online attendance. Records are kept of all absences, including lateness in the Student Management System, GradeXpert. It is acknowledged that both the roll and any absentee notes are legal documents.

Responsibilities of the School

Attendance is reviewed by the Principal and the school's Wellbeing and Attendance Teams each week with student attendance rates calculated over each term. Student Attendance Awards are presented to students on a monthly basis at school assemblies. Any unexplained or repeated absences are followed up with prompt communication to parents or guardians (Process outlined in Unexplained Absences & Repeated Absences flowcharts).

Long term absence due to illness or injury

Where a student is unable to attend school for an extended period of time due to injury, illness or other reason, the school will maintain ongoing communication with parents/guardians regarding curriculum activities and events. Where possible, the school will provide a modified program to assist with recovery. Supplementary materials/work will be provided to students to complete while absent from school to encourage their continuing education. Under these circumstances, a medical certificate may be requested.

Permission to Remove Student during Term Time

Where parents/guardians wish to remove their child from class during term time for the purposes of leisure or non-school related activities, parents/guardians are asked to complete an extended absence form and these are located at the school office. Supplementary materials/work will be provided to students to complete while absent from school to encourage their continuing education. It is expected that where possible, any appointments will be made outside of school hours so as not to disrupt the learning outcomes of students.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.