

Policy

Attendance and Engagement Policy

Please note this policy is mandatory and staff are required to adhere to the content

Summary

The Education Act requires all young people between the ages of 6 and 17 to participate in a full-time approved learning program. This policy discusses the importance of regular attendance and the consequences for irregular or non-attendance and strategies to combat this.

Table 1 - Document details

Publication date	Term 4 2019
File number	
Related legislation	<i>Education Act 1972</i> <i>Education Regulations 2012</i> <i>Compulsory Education Legislation</i> <i>Children's Protection act 1993</i>
Related policies, procedures, guidelines, standards, frameworks	Attendance Requirements
Version	1.0
Policy officer (position)	Business Manager – Elizabeth East Primary School
Policy officer (phone)	08 8255 2262
Policy sponsor (position)	Principal – Elizabeth East Primary School
Applies to	Elizabeth East Primary School – All staff
Key words	Attendance, Engagement, Absence
Status	Pending
Approved by	Staff
Approval date	22/10/19
Review date	February 2021

Table 2 - Revision record

Date	Version	Revision description
Term 4 2019	1.0	Collation of former site policies – <i>updated to reflect changes by the department and to suit the needs of Elizabeth East Primary School.</i>

Table of Contents

Summary	1
Table of Contents	3
1. Title	4
2. Purpose	4
3. Scope.....	4
4. Policy detail.	4
5. Roles and responsibilities.....	5
6. Monitoring, evaluation and review.....	7



1. Title

Attendance and Engagement Policy

2. Purpose

At Elizabeth East Primary School we believe schools should provide a safe, success orientated and caring environment. We believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling. *Regular attendance enables children to access a full education, enabling them to reach their full potential. School staff should set an example for students, encouraging and emphasising attendance and punctuality.*

3. Scope

Our aim is to ensure all children can access equitable educational outcomes. Monitoring of school attendance enables identification of students at risk and the early implementation of attendance intervention strategies. We believe the early detection and assessment of the causes of school non-attendance and the provision of organisational structures, which are responsive to the needs of students, is vital.

All members of the school community are expected to meet the requirements of attendance and work to the best of their ability and skill as consistently as possible. *Student attendance is everyone's business.*

A child who is at least six years old but not yet 17 is of compulsory school age, irrespective of the distance from the school or whether the student has a disability or not. These students are required to be enrolled at a registered or non-government school and must attend school on every day instruction is provided at the school for the child, unless the Minister has granted an exemption from school attendance.

Once a 5 year old is enrolled at school they are required to attend according to the fore mentioned implementation strategy.

The primary responsibility for meeting this legal requirement rests with the parent/caregiver. **The responsibility for enforcing school attendance is with the Department of Education.** *The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.*

4. Policy detail.

A student is allocated to the 'Wave 3 Attendance' list, case managed by the Wellbeing Leader, when an absence rate of 60% or greater occurs without reasonable explanation. This cohort maybe referred to the schools Social Worker – truancy student support services worker.

5. Roles and responsibilities

Table 3 - Roles and responsibilities

Role	Authority/responsibility for
Parent / Caregivers	<ul style="list-style-type: none"> • Parents/ Caregivers are responsible for getting their children to and from school and ensuring that they attend on time every day. • Children must arrive at school between 8.30am and 8.50am. Late students (those arriving after the roll book has been sent) must report to the front office. • Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (e.g. illness). • Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this means a written explanation or a telephone call to the school, a message on Dojo, email OR a face to face meeting with a staff member (Senior Staff, Front Office Staff or Class Teacher). A Medical Certificate is also acceptable. • For acceptable absences, work may be set for the student with the expectation it will be completed. • Parents collecting students early or students leaving early must notify the Front Office and sign the child out. • When a student is late for school or collected early, it is appropriate that the parent/caregiver explains the reason for lateness or early collection. • Parents/caregivers must let the school know if an extended absence is likely or if the school needs to arrange work at home for students. • Parents/ Caregivers who require an exemption from schooling for their student/s for an extended period (in excess of one week) of time need to make a written request well in advance. • When there are issues about attendance it is a requirement that the parent works with the school in order to resolve the issues. Issues are only resolved when a child attends regularly, all the time.
Class Teacher	<ul style="list-style-type: none"> • Record student absences and the reasons for absence in the roll book daily. • <i>Follow up with parents to obtain reasons for each day of absence or lateness and update the roll book accordingly. Usually this means a telephone call, a message on Dojo, email or a face to face meeting with the parent. A Medical Certificate is also acceptable.</i> • <i>Inform the Wellbeing Coordinator, by email, of any concerns you may have any child who you believe is identified as 'Wave 3 Attendance' issue. If it involves an ATSI child please include the Aboriginal Education Team members in your email. Ensure regular contact has been attempted with parent and recorded.</i> • Coordinates the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested. • <i>Keeps records of notes, phone calls and conversations regarding lateness/attendance in attendance area on EDSAS. Information may also be recorded in anecdotal notes on EDSAS by front office or Wellbeing Coordinator.</i>

Role	Authority/responsibility for
	<ul style="list-style-type: none"> • <i>After a discussion with the Well Belling Coordinator and all attendance protocols have been followed, a mandatory report needs to be made for "Wave 3" chronic non-attenders.</i>
Front Office	<ul style="list-style-type: none"> • Enters attendance information into EDSAS daily.
Wellbeing Coordinator	<ul style="list-style-type: none"> • Writes to the families of newly identified students. Invite the family in for a school meeting to develop an Attendance Improvement Plan. • Where these strategies do not work and absence from school is still high, <i>follow the departments usual attendance processes of making contact with the parent (phone calls, letters, home visits,) SAPOL welfare checks after 20 days unsighted and CARL notifications.</i> • <i>Provide a weekly printout to teachers of unexplained absences</i> • <i>On a weekly basis generate a letter home with any unexplained absences requesting to be filled out and returned to teacher / office for processing</i> • Keep Leadership and staff informed to support full school attendance by every student • Provide advice and support to the school in the interests of full student attendance • <i>Follow the department's protocol for chronic non-attenders. Once all avenues have been tried by the school, make appropriate referrals to the Social Worker – truancy student support service worker</i> • <i>Well-being coordinator and the Aboriginal Education team will meet on a weekly basis to discuss ATSI children</i> • <i>Compiles and keeps a list of students with chronic non – attendance a rate of 60% or more. These students are identified as 'Wave 3 Attendance' / chronic non-attenders.</i>
Leadership Team	<ul style="list-style-type: none"> • Meets with the Wellbeing Coordinator regularly to discuss students on the 'Wave 3 Attendance' list. • Where appropriate, conducts joint home visits with the Wellbeing Coordinator. • Makes a referral to the Wellbeing Coordinator when no improvement to attendance is evident. • Attends joint family meetings with the Wellbeing Coordinator to develop Attendance Improvement Plans. • Document interventions, strategies, home visits, phone calls and include in the student's EDSAS file, anecdotal notes. • Processes applications for exemption from school attendance. Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to 12 months for extended family holidays or a maximum of one calendar month for any other reason. Parents/caregivers should apply in writing and principals should also advise approvals and non-approvals on school letterhead. Copies of such advices are to be retained in school files, together with applications and are to be made available to appropriate department officers as required.

6. Monitoring, evaluation and review

This policy will be reviewed February 2021

