

# ATTENDANCE POLICY AND PROCEDURE

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## 1 PRINCIPLE

- 1.1 Expectations on attendance and punctuality encourage a healthy respect for work and study and students who attend school regularly are also more likely to receive the full benefit of the educational opportunities available to them.

## 2 POLICY

- 2.1 Freshwater Creek Steiner School is committed to the management of regular school attendance and providing a safe and positive learning environment that promotes engagement and participation.
- 2.2 It is our policy that:
- All unexplained student absences will be followed up until a parent/guardian can be contacted regarding the absence, to reduce absenteeism and ensure the safety of students;
  - All unauthorised absences from school are unacceptable; and
  - High expectations of attendance and punctuality will be made known to all students and parents/carers.

## 3 PROCEDURE

- 3.1 Management of Non-Attendance - Immediate

School absenteeism is monitored closely for the safety of all students.

Where known in advance, parents/guardians are required to contact the school prior to school commencement time to explain their child's absence, late arrival or request for early leave.

All teachers are required to take a roll call in every class by 9.30am. Student absences (including late arrival) are recorded by the class teacher.

The school administration office reviews absentee notifications to identify any students that are absent.

Where a student is absent without explanation and cannot be located by 10am, parents/guardians are forwarded the following text message to their mobile phone:

\*Dear parent, it may have slipped your mind to advise the school of your child's absence. Please phone (5264 5077), email (info@fwcss.vic.edu.au) or text (0403 004 280) to update us. Kind regards, FWCSS Admin.\*

Where the parent does not have a mobile phone, a land line or email address will be used to attempt to contact the parent. If the student's parents/guardians do not contact the school within one hour of sending the message, attempts will be made to call the parents/guardians and confirm the location of the student up until 1pm.

In cases where the parent/guardian cannot be contacted via home phone, mobile or sms; further action will be taken by contacting the child's emergency contacts to ascertain the child's safety.

Should the absence without notification or explanation continue for more than one day, the Head of School or Office Manager will repeat the steps above. Further follow up may be taken and may include, but is not limited to, the Head of School and another staff member attending the child's home or writing to the parent/guardian/carer at the child's home address.

### 3.2 Management of Non-Attendance – Parental Notifications

Where parents repeatedly fail to notify the school of legitimate absences, the school will write a letter to parents requesting that they comply with the school's notification procedures.

In cases of serious non-compliance, the school may request that the parents/guardians attend a meeting with the Head of School to discuss the importance of parental notifications in ensuring the safety of all students.

### 3.3 Management of Non-Attendance – Persistent Non-Attendance

All students found to be truanting will be subject to the consequences as outlined in the Behaviour Management Policy.

Where non-attendance is recurrent and the class teacher is concerned that the absences are impacting the student's progress at school parents/guardians will be contacted to discuss the matter. Where appropriate, the school will work with the parents/guardians and the student to develop a plan to assist the student to catch up. Further non-attendance will be discouraged.

### 3.4 Management of Non-Attendance – Notification of Extended Absence

It is the parent's responsibility to notify the office of any extended absences from class, whether because of illness, holidays or other reasons.

### 3.5 All workers are responsible to ensure that:

- Students are made aware of the importance of regular attendance and notification of absences;
- Accurate records of student attendance are maintained; and
- Where they have suspicions relating to possible truant behaviour or student outcomes due to repeated non-attendance, they will raise this with the Head of School.

## 4 IMPLEMENTATION

### 4.1 This policy is implemented through a combination of:

- Staff training;
- Effective non-attendance notification procedures;
- Effective communication procedures;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

## Reporting

### 4.2 Attendance reports are completed by class teachers by 9am and submitted to the Administration Office. Attendance records are maintained by the School Receptionist. Class teachers are responsible for reporting extended absences to the Head of School where the student's education outcomes are being affected. The Office Manager is responsible for reporting student non-attendance where a parent/carer can not be

contacted within the above timeframe.

## 5 DEFINITIONS

5.1 None.

## 6 RELATED LEGISLATION AND DOCUMENTS

## 7 APPROVAL AND REVIEW DETAILS

<b>Approval and Review</b>	<b>Details</b>
Approval Authority	School Council
Administrator	Head of School
Next Review Date	01/06/2020
<b>Approval and Amendment History</b>	<b>Details</b>
Original Approval Authority and Date	
Amendment Authority and Date	
Notes	None