



ATTENDANCE POLICY AND PROCEDURES

BRIGHTON PRIMARY SCHOOL

At Brighton Primary 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, encouraging and emphasising attendance and punctuality.

Our aim is to ensure all children can access equitable education outcomes. Monitoring of school attendance enables identification of students at risk and the early implementation of 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.***

General

A child who is at least six years old but not yet seventeen is of compulsory school age and must attend school, irrespective of distance from the school or whether the student has a disability or not. Students are required to be enrolled at a registered government 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.

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

Responsibilities

Parent's responsibilities

Parents/caregivers are responsible for getting their children to and from school.

- Children must arrive at school between 8.40 and 8.50am
- 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 comprises of a letter or telephone/message call from a parent/caregiver or a medical certificate after three days, or a written explanation.
- When a student is late for school, it is appropriate that the parent/caregiver explains the reason for lateness.
- 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. Permission must be sought from the principal if a student is going on extended leave.

SSO/Teacher Responsibility

- Teachers will enter absences into Sentral (then they will be downloaded into EDSAS) and if there is no parent explanation for the absence a mobile phone text message will be sent to the enrolling parent. If a reply is received the reason is then recorded in Sentral/EDSAS by the Front Office. Late arrivals and parent explanations received through messaging or phone calls are also recorded similarly into Sentral/EDSAS by the Front Office.

Teacher’s responsibilities

- Monitor each child’s attendance
- Enter student absences into Sentral (which is then downloaded into EDSAS)
- Contact home on third day of absence. Inform SSO’s once contact is made and note in roll book Document any strategies/interventions and include in student’s file
- After contacting parent/caregiver alert the leadership team if no response from Parent
- Other action: Discuss with leadership team
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.

Leadership team’s responsibilities

- Ensure that the EDSAS/Sentral roll is accurately completed
- The leadership team will complete a letter regarding the absence of a student and send home to parent/caregiver.
- The leadership team should document interventions, strategies, home visits, phone calls, meetings and include in student’s file
- The leadership team will refer to an Attendance Counsellor after a pre-referral conversation if issues are not resolved
- Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance. 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
- All Exemption forms are kept in Pupil Record Folders once approved by the Principal with the absences being recorded in Sentral and EDSAS

