RATIONALE

The Department of Education and Training is committed to giving children the best start and is clear in its expectation that all children attend school from preschool and beyond for all compulsory years in line with the requirements of the education program/s organised for them. Kinross Primary School Attendance Policy places priority on the early identification of non-attendance and irregular attendance, and together with an Attendance Improvement Plan, will continue to work in partnership to support children and students in their learning, particularly in relation to regular attendance at school.

Early identification of, and intervention in, poor attendance is known to improve child and student learning outcomes. Children and students who have patterns of poor attendance are at risk, as they may not achieve their potential in educational and social development. It is the responsibility for teachers to maintain accurate records of attendance and to report concerns to their line managers. It is the responsibility of parents to ensure student attendance is regular and punctual. It is the responsibility of the Administrative Attendance personnel to develop and implement the site’s Attendance Improvement Plan, ensure the maintenance of attendance records and intervention is documented, monitor and analyse attendance data and report to the school community, ensure procedures, including parent/caregiver notification and home visits and notifying outside services, are in place to follow up non-attendance.

AIMS

- To maximise learning opportunities by ensuring absenteeism of students is kept to a minimum.
- To put into place agreed processes for managing truancy within the school.

Guidelines and Procedures

- All enrolled students are expected to attend all of each day.
- Class teachers will mark the attendance roll at 9:30 and check again each afternoon each day.
- Late arrivals will be marked as late between 8.45 and 9.45 and absent for half the day if students arrive after 9.45am.
- Attendance, absence records and late arrivals will form part of the child’s half-year and end of year progress reports to parents.
- Parents of absent students are required to provide a written note, detailing the reason/s for the absence.
- All absentee notes are to be retained by the teacher throughout the year and sent collectively to the office for record storage.
- Staff members are to bring to the attention of the Associate Principal, attendance coordinator, any students/s whose attendance is irregular, do not provide written notes adequately explaining absences, or whose absences appear unwarranted.
- The Associate Principal will, after consulting with the teacher, attendance records and the student, decide upon a strategy to be employed. As poor attendance is often indicative of the other problems including engagement and family issues, the support strategies employed will be determined on a case-by-case basis. However, they may include:
  - Initial telephone contact with parents
  - Counselling sessions for parents and/or students
- Correspondence detailing the school’s policy and the Education Act requirements of parents.
- Home visits
- Formation of a support group for school attendance as a prerequisite to extra-curricular activities
- Attendance rewards
- Ongoing attendance issues will be reported by the principal to the appropriate welfare and government agencies.