



St Francis of Assisi
PARISH PRIMARY SCHOOL

ATTENDANCE POLICY

Rationale

At St Francis of Assisi Primary School, we believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling. Regular and on time attendance enables children to access a full education, enabling them to reach their full potential. Successful students are well organised and start the day on time.

Research shows that students who are absent for more than 10 days per year are disadvantaged both educationally and socially. Some of the effects experienced by these students include:

- Gaps in knowledge and understanding resulting in missing basic concepts.
- Lack of continuity and familiarity resulting in them feeling less secure within the school environment.
- Loss of opportunities for play activities which improve social emotional and cognitive development
- Missing out on learning important basics such as class rules and behaviour norms.
- Belief that punctuality and attendance are unimportant
- Inability to maintain friendships resulting in isolation and possibly teasing.
- Loss of self esteem and self confidence.
- Increased likelihood of leaving school early.

Monitoring of school attendance enables identification of students at risk, as does the early implementation of intervention strategies. All school staff and parents / carers have a responsibility for the detection and assessment of the causes of school non-attendance. All members of the school community are expected to meet the requirements of attendance and work to the best of their ability to keep attendance for all students as close as possible to 100%.

Responsibilities

A child who is at least six years old but not yet sixteen is of compulsory school age 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

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and must attend on every day of instruction is provided at 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/carer. The responsibility for ensuring school attendance is with Catholic Education- Melbourne and The Department of Education and Child Development (DECD).

Therefore, DECD has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance

Parents / Carers Responsibilities

- Parents/caregivers are responsible for getting their children to and from school:
- Children must arrive at school between 8:30am and 8:45am.
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg. illness)
- Parents/caregivers must provide the school with an appropriate explanation for the student's nonattendance. (See absent note template)
- A letter, phone call or medical certificate is required for each day of absence.
- A written explanation is required after 3 days absence.
- When a student is late for school (after 9:10 a.m.) it is a requirement that the child reports to the front office to collect a late pass. Younger students will need to have a parent accompany them.
- Parents/caregivers are required to let the school know if an extended absence is likely or if the teacher needs to arrange for learning at home.
- Parents/caregivers are required to inform the school if an extended absence is likely for holidays etc.

Teachers' Responsibilities

- Teachers are issued with access to an electronic roll and will need to adhere to the electronic roll policy.
 - All electronic rolls need to be marked in the morning and after lunch.
 - Students not present in class by 8:50 am are to be recorded as absent, if no prior information has been provided.
 - Any student arriving after 9:10am is to report to the front office and collect a late pass.
 - Teachers need to check with late students that they have reported to the front office
 - Office staff will check the electronic roll register, daily, and this must be updated by teachers.
 - As the attendance record is a legal document, absence records may be called upon in the case of court action.
 - Teachers should notify leadership of concerns re student attendance
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