

BUNGAREE PARISH SCHOOLS



STUDENT ATTENDANCE POLICY

Reviewed: May 2018

Ratified: May 2018

To be reviewed: May 2022



**BUNGAREE PARISH
SCHOOLS**
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In Victoria, education is compulsory for children aged between 6 and 16. When children are enrolled at Bungaree Parish Schools,, it is expected they will attend school or school activities, every day of each term. It is also expected that teachers will monitor this attendance by completing the roll twice a day. The roll is a legal document which must be maintained in an appropriate way lest it is needed for legal reasons at a later date.

PURPOSE

At Bungaree Parish Schools, the everyday administration of student attendance requires the school community's support through pastoral care, high quality teaching, community contact, organisational skills and a general vigilance toward students' educational and emotional well-being. Factors that facilitate effectiveness in student attendance include a supportive school environment which offers a curriculum, and approaches to teaching, that provide for the success of all students. The effectiveness of attendance record keeping and the resultant prompt follow-up of absences through a close liaison with parents/guardians and the school, will encourage consistent attendance by students.

ATTENDANCE:

- Student's absence from school means that learning opportunities are reduced and this can ultimately lead to poorer student achievement. Where this happens, the impact will be felt long after the student has left school.
- Absence from school and class clearly affects the absent student, but also impacts on the teacher's ability to plan and present class work in a sequential and organised way. This can affect the progress of all students in the class, not only those missing, and can make classroom management difficult.
- School attendance helps children develop social skills, such as friendship building, teamwork, communications skills and healthy self-worth.
- The systematic monitoring of student attendance and the degree to which schools are able to address the absence issue is an important indicator of a school's ability to maximise the learning opportunities it offers to its students.
- Parental support for attendance programs is vital. It is necessary for schools and parents to develop a partnership in their approach to student attendance that highlights both the school's and the parents' responsibilities in this area.
- Schools should be satisfied that parents/guardians are aware of student absences. In the case of unexplained absences, principals should ensure that there is prompt communication with parents/guardians. This duty includes the principal's responsibility to keep parents informed of the absence of post-compulsory aged students.
- Schools must clearly convey to parents that it is their obligation to inform the school of the reason for a student's absence. Parents also need to be aware of the processes used by the school in following up student absences.

- Parents should be encouraged to notify schools in advance of any absence, where practicable. Where there is any doubt about the whereabouts of a student, prompt communication should occur with the parents/guardians.

STUDENT ATTENDANCE ROLL

- Records of student attendance are required for all students enrolled at the school because of the need to:
 - monitor the legal requirement for students under sixteen years to attend school
 - discharge schools' duty of care for all students including those over the compulsory school age
 - supply accurate information for audit purposes.
- The attendance roll is a permanent record of the attendance of all students.
- Class teachers will mark the attendance roll at 9:30am and 2:00pm each day.
- A code to record meaning of student absences will be utilized by teachers.

1 - Present
 # - No Roll Mark
 H - Sick Pass (Home)
 ! - Attendance Alert
 0 - Absent
 T - Late to Class
 C - Class Pass
 S - Sick Pass (School)
 F - Followed Up
 P - Late to School Pass
 N - Parent Notified Absence
 R - School Related Absence
 U - Unmarked
 L - Leave Pass
 A - School Acknowledged Absence

- Attendance and absence records will form part of each child's half year and end of year progress report to parents.
- Parents of absent students are required to contact the school through Flexibuzz, detailing the reason/s for absence or alternatively telephone the school and inform a staff member of the student's absence.
- By 9.30am every morning any unknown absence will be followed up by a telephone call by either the Principal or Administration Officer.
- Staff members are to bring to the attention of the Principal any student/s whose attendance is irregular, any students who do not provide written notes adequately explaining absences, or whose absences appear unwarranted.
- The Principal will, after consulting with the class teacher, attendance records and the student, decide upon a strategy to be employed. As truancy is often indicative of other problems including engagement and family issues, the support strategies employed by the Principal 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
 - Home visits
 - Formation of a support group
 - School attendance as a prerequisite to extra-curricular activities
 - Attendance rewards

- Ongoing truancy issues will be reported by the Principal to the appropriate welfare and government agencies.
- Rolls will be maintained using the electronic version SIMON.

Procedures and Response to Student Absences

- It is a requirement of the Department of Education and Early Childhood Development that accurate records of student's absences are kept by the school. We appreciate parent support in notifying the school of their child's absence.
- 1. Parents/guardians are requested to send a Flexibuzz message through prior to 9.00am to inform of their child/children's absence and the reason for the absence.
- Please note Flexibuzz is the preferred method. Alternatively, parents may ring the office between 9.00am-9.15am or inform the class teacher/s of the absence. If the absence extends beyond one day, parents/guardians are asked to lodge a notice on Flexibuzz or contact the School each day the child is absent.
- 2. Office staff will contact parents/guardians by 9.30am each day to ascertain the whereabouts of any child who has not been advised absent by parents/guardians.
- 3. Parents/guardians are requested to inform the Principal in advance and in writing of any anticipated extended absences from school, e.g. for health, family or holiday reasons.
- 4. A request is made for a Medical Certificate if the student is absent for 2 or more consecutive days or within one teaching week.

Early Departure

- When a student needs to leave the school during school hours, eg. To keep a dental or doctor's appointment, parents are asked to sign the Early Departure Book in the School Office.