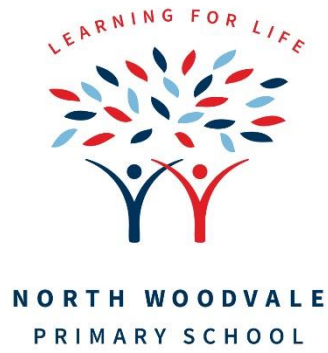




Attendance Policy

1. RATIONALE:

Every day that a student does not attend school can have a negative impact on their learning. The Department of Education monitors student attendance and works with other agencies and service providers to maximise student engagement with learning.

It does this in a way that builds shared responsibility for student attendance between schools, students, parents and the broader community.

North Woodvale Primary School adheres to the DoE Attendance Policy. Our Attendance Policy provides an explanation of expectations and roles at North Woodvale Primary School.

Attendance Improvement is a whole school issue and is at the heart of academic/social success. A teacher's relationship with each student and their attitude toward managing their attendance is a critical factor. Teacher 'buy in,' developing the notion of whatever it takes to help students with their attendance goes a long way. The ability to implement school processes and be vigilant in following up student absences will largely determine the success of each child.

If a student has a learning difficulty, plans are made to support them. Attendance is no different. Poor attendance is often not a student's fault. (North Metro Regional Attendance Initiative)

2. IMPROVEMENT GOALS/TARGETS

The current Business Plan (2024-26) states that the school will:

- enhance student learning when student attendance rates are monitored regularly with parents and students are supported where there are identified attendance concerns.
- maintain an overall attendance rate of over 90%

3. PROCEDURES/ROLES:

Teachers are responsible for:

- Entering attendance on Integris by 8:45 am and straight after the lunch break.
- Recording all contacts, or attempts to make contact, with a family regarding absences. This includes electronic and paper recording. All paper records are sent to the office at the end of each year for archiving.
- Seeking reasons from parents for non-attendance.
- Reporting concerns over absences, low attendance or lack of absentee notes.
- Ensuring late children have a late pass from the front office.
- Ensuring that parents have a leave pass from the front office for any child leaving early.

Office Staff are responsible for:

- Recording absentee reasons when parents notify the school.
- Recording late arrivals as they occur and providing late passes before a child goes to class.
- Confirming the identity of any person asking for access to a child during the school day.
- Providing leave passes for children being collected.
- Archiving all absentee notes and records at the end of the school year.

The Administration Team are responsible for:

- Organising attendance notes, reporting attendance issues and requests for explanations when required
- Regularly running reports to monitor attendance.
- Organising appropriate actions to deal with ongoing concerns about absences

The Principal (or delegate) is responsible for:

- Overseeing all attendance procedures.
- Approving, or not approving, any vacation absences requests from parents.
- Requesting a medical certificate for prolonged absences due to sickness or injury.

Parents/Carers are responsible for:

- Ensuring they provide an explanation for all absences to the school in writing either on their child's return; completing the Absentee Form available on the school website; or by telephoning the school prior to their child's return.
- Informing the Principal, in writing, of any planned vacations and the reasons why they must occur in school time.
- Attending any meetings requested by the school to discuss absences.
- Providing a medical certificate for prolonged absences due to sickness or injury

4. MANAGEMENT OF NON-ATTENDANCE:

Where attendance falls below 90% over a term, the Principal (or delegate) will:

- Investigate the reasons for the child's absence.
- Organise a parent/teacher meeting and/or case conference at the earliest opportunity to identify the issues related to the non-attendance and plan for improvement.
- Document and store any/all attendance improvement plans.

The Department of Education stipulates the following guidelines for attendance:

- Regular >90%
- At-risk indicated: 80% - 89%
- At-risk moderate: 60% - 79%
- At-risk severe: <60%

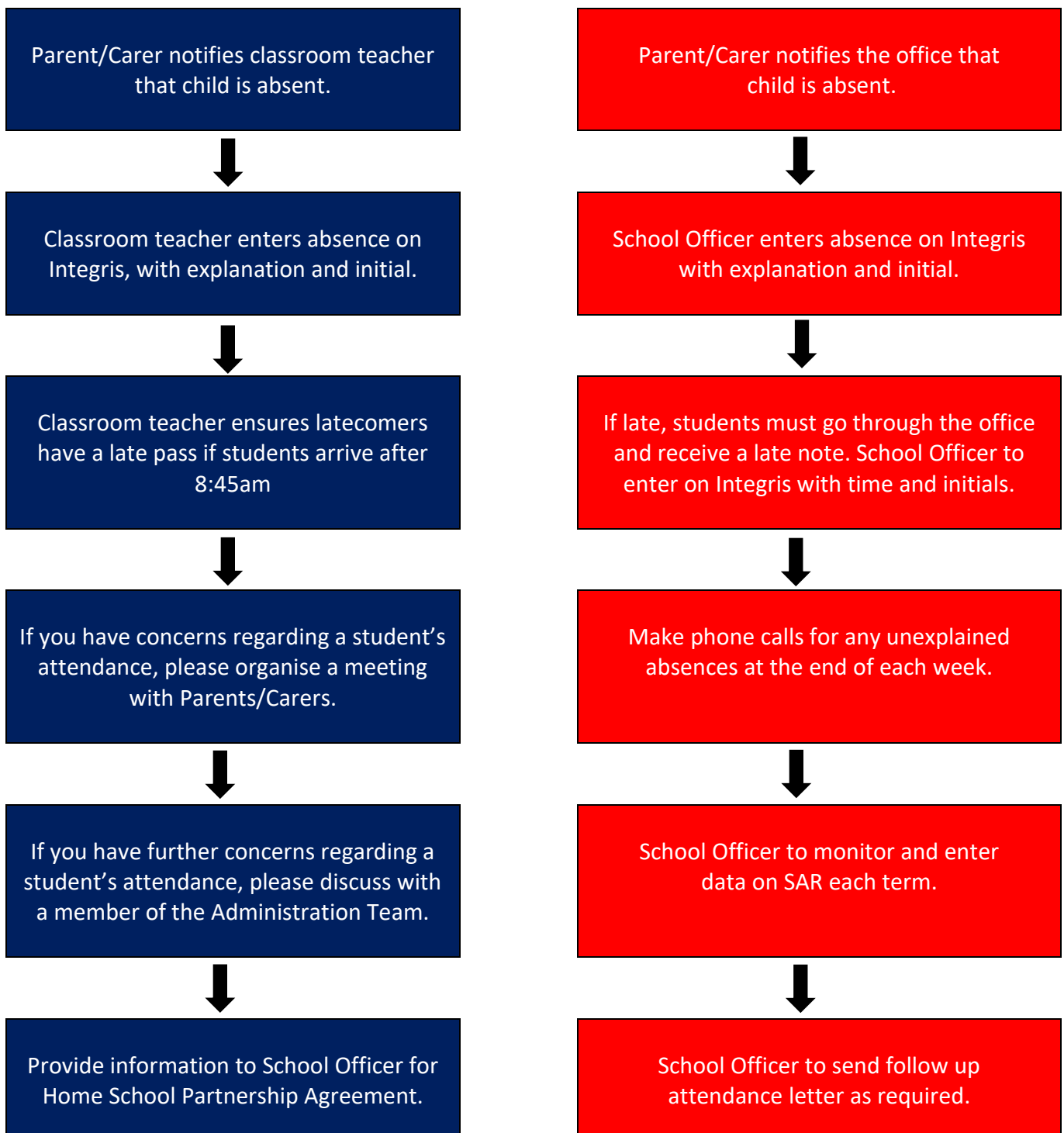
Children whose whereabouts are unknown:

If all attempts to locate a student have failed after fifteen (15) school days and the school has not received advice that the student has enrolled at another school, a referral to the student to the "Children Whose Whereabouts are Unknown List" is made.

NWPS FLOW CHART:

The following flow chart is a summarised version of the information contained above. It is a legal requirement to ensure Lesson Attendance is reported correctly each day.

Integris must be completed by 8.45am each morning to ensure accuracy of our SMS messaging service.



ATTENDANCE REQUIREMENTS:

Complete Lesson Attendance by 8.45am each morning. Complete for the day (rather than the morning and then the afternoon) and any adjustments (e.g. a student goes home sick) will be made by the front office. Complete your Lesson Attendance by going through Registration.

All students who arrive after the siren must be directed to the front office to obtain a Late Note. The issue of a Late Note will automatically update Lesson Attendance.

Absences are monitored daily by the Admin team and it is imperative that Lesson Attendance records are accurate and up-to-date. The following Lesson Attendance codes are the only codes to be used by classroom teachers. A note is to be added to explain the absence, who informed you and the **teacher's initials** need to be added to the note.

Group	Code	Title
Student attendance on site	/	present
	M	medical or sick bay
	W	withdrawn
Student attendance off site	E	education activity
Student Late at school	L	late
Student with authorised absence	R	reasonable cause
	C	cultural absence
	N	notified as sick
	V	authorised vacation
	Z	suspended
Student with unauthorised absence	U	unexplained absence - cause not yet established
	K	unauthorised vacation
	X	unacceptable reason
	T	truant - off school site
Student not required to attend	Y	School closure
	Q	Study leave – Years 11 and 12

INTERESTING FACTS

Did you know?

- Missing one day a week of school from Year 1 to Year 11 is the equivalent of missing two years and one term of schooling.
- Being half an hour late to school each day from Year 1 to Year 10 is equivalent to missing one year and one-and-a-half terms of schooling.
- Being absent five days a term from Year 1 to Year 10 adds up to more than one year of missed schooling.
- There is a direct correlation between attendance and achievement.
- Frequent absences make it difficult for teachers to ensure your child learns what they need to.
- Patterns of attendance/absence are set up in the early years of schooling.
- Students who are frequently absent from school are over-represented in the juvenile justice system.
- Poor attendance makes it difficult for students to form positive relationships with their peers.
- Girls who are frequently absent from school are over-represented in the statistics for teenage pregnancies.
- Research shows that students who are often absent from school are likely to earn less than their peers as adults.