



ATTENDANCE

Black Rock Primary School

Black Rock Primary School Policy Guide

PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Black Rock Primary School has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences.

SCOPE

This policy applies to all students at Black Rock Primary School.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of Black Rock Primary School, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

DEFINITION

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Black Rock Primary School during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Black Rock Primary School, or
- The student is registered for home schooling and has only a partial enrolment Black Rock Primary School or particular activities.

Updated 24/02/2020

Both schools and parents have an important role to play in supporting students to attend school every day.

Black Rock Primary School believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Black Rock Primary School parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Black Rock Primary School about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Supporting and promoting attendance

Black Rock Primary School's *Student Wellbeing and Engagement Policy* supports student attendance.

Recording attendance

Black Rock Primary School will record student attendance twice per day by 9.05am and 2.05pm. This is necessary to:

- meet legislative requirements
- discharge Black Rock Primary School's duty of care for all students

Attendance will be recorded via COMPASS.

Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

PREFERRED OPTION - absence notification via COMPASS

1. Notify the school of absence via COMPASS (app or desktop) by 9am on the day of absence. Notification of student absence through COMPASS the online roll marking system and notifies the school/teacher, avoiding double handling of messages through email and phone options.

NON-PREFERRED OPTIONS – only to be used if COMPASS not available

2. **Telephone:** the school office and let the staff know your child's name, class, date of absences and reason. You must speak directly to a staff member in the office – DO NOT LEAVE A VOICE MESSAGE.

3. **Email:** the school and provide the staff with your child's name, class, date of absences and reason. Notifying the school of your child's absence either prior to, or on the day that they will be away, helps ensure the safety and wellbeing of children and will fulfil your legal responsibility.

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Black Rock Primary School will notify parents by **SMS** at approx. 10am.

Updated 24/02/2020

If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

If the parent/ guardian has not made contact within 24 hours a follow up phone call will be made.

Black Rock Primary School will keep a record of the reason given for each absence. The principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If Black Rock Primary School's Principal considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**excused absence**'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**unexcused absence**'.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

Late Arrivals and Early Departures

Students arriving to school after 9.00am or leaving during school hours **MUST** be signed in/out by a parent/guardian via the Compass Kiosk at the Office.

Students who arrive 'LATE to' or 'LEAVE EARLY from' the school must also have "approvals" logged by parents.

Please note that these approvals can only be recorded after the fact as they are "time stamped" by Compass. Parents/Carers are not to pre-approve these partial day absences.

All students who arrive late to school must report to the office to ensure they are not marked as absent for the first session; parents will need to accompany the students on these occasions as we are unable to take responsibility for students as they walk from the car into the school grounds. Students are required to collect a 'Late Pass' upon sign in, then hand directly to their teacher upon arrival at class.

Similarly students must always be signed out by a parent or carer who is listed as a student contact. Early leaver's passes can be collected by parents when signing students out at the office, then handed to the teacher when collecting your child from the teacher prior to 3.30pm. If your child is being signed out by someone who is not authorised to do so, that adult must bring a letter of authority with them.

Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Black Rock Primary School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from the relevant Student Wellbeing Coordinator We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required.

Referral to School Attendance Officer

If Black Rock Primary School decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the South Eastern Regional Office for further action.

If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the principal may make a referral to a School Attendance Officer if:

- the student has been absent from school on at least five full days in the previous 12 months where:
 - the parent has not provided a reasonable excuse for these absences; and
 - measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
 - the student has been absent for 10 consecutive school days; or
 - no alternative education destination can be found for the student.

MORE INFORMATION AND RESOURCES

- [School Attendance Guidelines](#)
- School Policy and Advisory Guide: [Attendance](#)
- [School intranet](#)

REVIEW CYCLE AND EVALUATION

This policy was last updated on 20/06/2018 and is scheduled for review in June 2020.