



IRAMOO PRIMARY SCHOOL No. 5152

ATTENDANCE/PUNCTUALITY POLICY

Rationale:

Students of school age (five to seventeen years) who reside in Victoria are required to be in full-time attendance at a government or registered non-government school, unless they have received an exemption from the Regional Director or under other exceptional circumstances.

Aims:

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

Implementation:

- All enrolled students are expected to attend every day.
- All students are required to arrive at school before 8.45 a.m.
- For safety reasons students should not be at school before 8.30 a.m.
- Students that need to be at school before 8.35 a.m. should be enrolled in our school's 'Before School Care Program' located in the school Gymnasium.
- All students are required to leave the school premises by 3.15 p.m.
- Class teachers will mark the attendance roll by 9.00 a.m. and again at 1.30 p.m. each day.
- Attendance and punctuality records will be entered into eCASES21 daily by the classroom teacher.
- Attendance and punctuality records will form part of each 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 or they may directly contact the teacher via visit or phone call informing the teacher of the reason for their child's absence.
- Teachers need to record: receipt of absence/punctuality notes, parent phone calls or a personal contact on the roll using the correct code as detailed in the 'Marking Attendance Roll' (*Appendix 1*).
- Teachers are required to keep accurate records of student attendance and punctuality as detailed in the 'Marking Attendance Roll' procedures (*Appendix 1*).
- Notes from parents detailing a child's absence/punctuality must be safely retained by the teacher. At the end of the year these notes will be collected by the school administration.
- Staff members are required to implement the schools' 'Student Absences Procedures' which is managed by the school Attendance Officer and the Assistant Principal (*Appendix 2*).
- The Assistant Principal will, after consulting with the teacher, student and Attendance Officer, decide upon a strategy to be employed. As truancy or tardiness is often indicative of other problems including student engagement and family issues, the support strategies employed by the Assistant Principal will be determined on a case-by-case basis. However they may include the following:
 - Telephone contact with parent
 - Formation of a support group
 - Individual Learning Plan
 - Provision for counselling sessions
 - Involvement with the School Chaplain
 - Referral to community agencies
 - Home visit
- Improvements in attendance for students with poor attendance records will be acknowledged.
- Ongoing truancy issues will be reported by the Principal/Assistant Principal to the appropriate welfare and government agencies.
- Students with excellent attendance and punctuality will receive an individual Excellent Attendance Certificate at the end of each term and at the end of the year.

- The Grade(s) with the best attendance record will also receive a certificate at the end of each term.
- A special school event will be organised for the children and grade with the best attendance, each term.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.