



# IRAMOO PRIMARY SCHOOL No. 5152

## ATTENDANCE/PUNCTUALITY POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Iramoo Primary School on (03) 9741 2803 or [iramoo.ps@education.vic.gov.au](mailto:iramoo.ps@education.vic.gov.au).

### 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 that absenteeism of students is kept to a minimum.
- To put into place agreed processes for managing attendance and punctuality within the school.
- To protect the safety and wellbeing of children through reporting and monitoring of absenteeism.

### Implementation:

- All enrolled students are expected to attend school every day, unless unwell.
- All students are required to arrive at school by 8.45 a.m.
- For safety reasons students should not be at school before 8.35 a.m.
- Students who 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 on Compass by 9.00 a.m. and again at 1.20 p.m. each day.
- Class teachers are primarily responsible for following up unexplained absences and communicating with Parents/Carers where there are concerns around attendance.
- Education Support Staff (ES) staff can also assist with following up non-attendance.
- The Principal Class will become involved with more chronic cases of absenteeism.
- Our school will implement the Department of Education (DE) Same Day Unexplained Absence Notification Policy: <https://www2.education.vic.gov.au/pal/attendance/resources>.
- Parents/Carers will be contacted via SMS about any unexplained student absence by 10am.
- Attendance and punctuality records will form part of each child's half year and end of year progress reports.
- Parents/Carers will have access to their child's attendance and punctuality record via the Compass Parent Portal.
- Parents/Carers of absent students are required to:
  - complete a Compass entry informing the school of the reason for their child's absence, or
  - telephone the main office explaining the reasons for the absence, or
  - provide a written email or note explaining the absence.
  - where the absence is greater than two days, our school requests that Parents/Carers also provide a medical certificate.

- Students who arrive late to school are required to report to the main office and will be marked in attendance and given a late pass in the main office.
- Class teachers will monitor student arrival times. When a student is regularly arriving late to school, their teacher will discuss the reasons for this with student and their Parents/Carers to see what can be done to improve the situation and what support may be needed.
- Teachers will be given regular data to enable them to track student attendance and promptly follow up absence concerns.
- Student Absence Learning Plans may be developed for longer periods of absence at the request of Parents/Carers with at least one week's notice prior to the student absence.
- Notes from Parents/Carers 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 school's 'Student Absences Procedures' which is discussed and provided to teachers at the start of each school year and managed by the school's Assistant Principal Student Wellbeing.
- As truancy or tardiness is often indicative of other problems including student engagement and family issues, the support strategies employed will be determined on a case-by-case basis. However they may include the following:
  - Telephone contact with Parents/Carers
  - Written communications with Parents/Carers
  - Formation of a Student Support Group (SSG)
  - Development of a Formal Attendance Improvement Plan
  - Development of an Individual Learning Plan to address Attendance and Punctuality
  - Provision for counselling sessions
  - Referral to the School Psychologist or Chaplain
  - Referrals/Reports to external community agencies
  - Home visits
  - Consultation with DE Health and Wellbeing Key Contact
  - Involvement of the Koori Engagement Support Officer (KESO).
  - Completion of DE Referral for Five Days of Unexplained Absence
- Improvements in attendance for students with poor attendance records will be acknowledged and celebrated.
- Ongoing truancy issues may be reported by the Principal Class to the appropriate government agencies and may include Victoria Police and Department of Fairness, Families and Housing (DFFH).

### **Referral to School Attendance Officer**

- If Iramoo 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-Western Victoria Region for further action.
- If, from multiple attempts to contact and engage with a Parent/Carer 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/Carer 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.
- 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.
- Each term a special school event will be organised for the children and grade with the best attendance.

**COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Via Compass
- Included in staff induction processes and staff training
- Discussed at annual staff briefings/meetings
- Reminders in our school newsletter and year level updates
- Hard copy available from school administration upon request.

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed                 | April 22, 2024 |
| Approved by                          | School Council |
| Next scheduled review date (4 years) | April, 2028    |