



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.

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.
- All students are required to arrive at school before 8.45 a.m.
- For safety reasons students should not be at school before 8.35 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 Compass daily by the teacher.
- Class teachers are primarily responsible for following up unexplained absences and communicating with parents and carers where there are concerns around attendance.
- ES staff can also assist with following up non-attendance.
- The Principal Class will become involved with more chronic cases.
- Our school will implement Department of Education and Training (DET) Same Day Unexplained Absence Notification Policy.
- Parent/Guardian will be contacted via SMS of any unexplained student absence as soon as practicable on the first day of the absence.
- Attendance and punctuality records will form part of each child's half year and end of year progress reports to parents.
- Parents will have access to their child's attendance and punctuality record via the Compass Parent Portal.
- Parents of absent students are required to provide a note and/or medical certificate detailing the reason/s for the absence, or they may directly contact the teacher via visit or phone call or Compass entry informing them 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 Compass.
- Student Absence Learning Plans can be developed for longer periods of absence at the request of parents with at least one week's notice prior to the student absence.
- 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 school's 'Student Absences Procedures' which is managed by the school's Wellbeing Coordinator.
- After consulting with the teacher and the student, the Wellbeing Coordinator will 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 Wellbeing Coordinator will be determined on a case-by-case basis. However they may include the following:
 - Telephone contact with parent
 - Written communications with parent
 - Formation of a Student Support Group (SSG)
 - Development of an Individual Learning Plan to address Attendance and Punctuality
 - Provision for counselling sessions
 - Referral to the School Psychologist or Chaplain
 - Referral to external community agencies
 - Home visits
 - Involvement of DET Health and Wellbeing Support Officer
 - Completion of DET Referral for Five Days of Unexplained Absence
 - Involvement of the Koori Engagement Support Office (KESO).
- Improvements in attendance for students with poor attendance records will be acknowledged.
- Ongoing truancy issues will be reported by the Principal Class/Wellbeing Coordinator to the appropriate welfare and government agencies.

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 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.

- 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
- Hard copy available from school administration upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June, 2023
Approved by	School Council
Next scheduled review date (4 years)	June, 2027