



# ATTENDANCE POLICY

In S.A. it is a legal requirement that students between the ages of 6 to 17 years attend school each school day.

**Good attendance is paramount to**

- children achieving success in their learning
- the development of positive relationships.

**Attendance is:**

- being at school, unless there is an acceptable reason
- being at school on time
- participating in learning programmes provided
- being at school until the dismissal time

**At Airdale we believe attendance is important because:**

- it ensures continuity of education and learning
- it enables the development and maintenance of positive interpersonal relationships
- it develops good work habits and a sense of responsibility

**Responsibilities**

**Parents will:**

- contact the school re every non-attendance via phone/diary/personal response
  - early leaving
  - late arrival
  - professional appointments e.g. dentist
- foster positive, open communication with the school
- reinforce the importance of attendance and the value of learning
- inform the class teacher/relevant staff of any 'barriers' to attendance
- be willing to support programmes designed to improve their child's attendance
- provide the school with up to date contact information and telephone numbers
- provide a doctor's certificate if absences exceed 3 or more days
- seek exemption from the Principal if absences will be more than 7 days for planned family circumstances

**Students will:**

- attend school every day unless they have a valid reason
- participate in all areas of schooling
- respect other's right to attend in a safe, secure learning environment
- be honest, open in communication between home and school eg. by ensuring that notes are delivered and returned
- inform the class teachers/relevant staff of any issues preventing attendance
- participate in programs designed to improve their own attendance

**Teachers will encourage maximum attendance by:**

- providing a safe, secure and stimulating learning environment
- developing programmes to meet learning needs of individual students
- fostering positive, open communication with home
- providing a learning environment that encourages full participation by being relevant, enjoyable and values successes
- gaining insight into the 'whole child' and/or issues preventing attendance
- inducting new children and families into the school culture and procedures

**Follow up non-attendance by:**

- keeping accurate class roll books in line with DECD guidelines
- seeking reasons for non-attendance/lateness through the stages of:
  - informal parent contact
  - school diaries
  - home visit/telephone
- using the School Counsellor/A.E.T./A.C.E.O. to assist the family in improving student attendance
- using diaries to promote attendance through positive notes to home
- notifying Principal for further action if required

**Front Office Staff will:**

- enter attendance records including any reasons
- notify teachers of phone messages concerning attendance
- organise emergency lunches if required and parents notified

**ATTENDANCE IMPROVEMENT PLAN**

- In Week 1 of each term, parents of students with attendance concerns will receive a visual grid detailing student attendance for the previous term
- At least once per term, parents of students with attendance concerns will be invited to attend a meeting with appropriate staff to address those concerns
- The Passport Programme will be run for all students and parents to reward students who attend regularly through:
  - tokens which will be redeemable through the School Canteen
  - certificates awarded at assemblies
  - the opportunity to participate in incentive programmes recognizing good attendance
  - display attendance and lateness data in the Front Office

Review Date: 2018