



# AIRDALE PRIMARY SCHOOL

## Attendance Policy

At Airdale Primary School we aim for all students to have regular attendance, to maximise their engagement in learning so they can reach their full potential. Furthermore, The **Education and Children's Services Act 2019** requires: that children must be enrolled in a school or approved learning program, and attend regularly, from the age of 6 years until they turn 17 years of age.

### Principles

Regular attendance at school:

- Ensures continuity of learning
- Enables the development of positive interpersonal relationships
- Develops good working habits and a sense of responsibility

### Roles & Responsibilities

#### Teachers

- Record student attendance twice daily within EMS
- Initiate communication with parents (via School Stream and/or phone) to follow up unexplained absences
- Work with families and outside agencies, where required, to support a student's regular attendance
- Implement attendance improvement plans, as required

#### Administration / Leadership

- Ensure all school staff are aware of their responsibilities
- Monitor student attendance and identify habitual and/or chronic non—attenders
- Ensure attendance and associated records are maintained accurately in EMS
- Conduct regular review of data to inform appropriate strategies

#### Parents

- Ensure their child attends punctually 8:50am – 3:10pm daily
- Contact the school, via School Stream or phone, to advise of any non-attendance
- Reinforce the importance of attendance with their child
- Seek an exemption from the Principal for planned absences of 3 days or more

#### Students

- Attend school punctually every day (8:50am – 3:10pm)
- Sign-in/out at the Front Office when arriving late or leaving early.

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