



UPPER STURT PRIMARY SCHOOL POLICIES

Attendance

Purpose – Regular attendance at a learning facility provides the optimum capacity for learning at primary school to meet the requirements for secondary education.

.NOTE: While it is acknowledged that children are not under compulsion to attend preschool or school until their sixth birthday, staff in these sites should work with parents/caregivers to establish a regular attendance pattern as early as possible.

Operations: to comply with DECD and have a hard record of student attendance at Upper Sturt Primary School

Roles and Responsibilities:

Leaders	Teachers & SSO	Students	Parents
<p>Ensure attendance is maximised and will:</p> <ul style="list-style-type: none"> • ensure the maintenance of attendance records • ensure intervention is documented • monitor and analyse attendance data and report through the site's annual report • ensure procedures, including parent/caregiver notification and home visits, are in place to follow up non-attendance • ensure intervention occurs after 10 days of accumulated absence or sooner • make referral to, and seek support from agencies and support services • ensure that the analysis of data is used effectively to inform action at the site • remain engaged with the family throughout the referral and case management process undertaken by DECD Support Services • ensure that notifications about suspicions of neglect and/abuse are made <ul style="list-style-type: none"> • in addition to a referral to Regional Support Services 	<ul style="list-style-type: none"> • Provide a relevant and dynamic learning program • record attendances / absences according to DECD requirements • contribute to the analysis of attendance trends • implement school procedures, including parent/caregiver notification, to follow up non-attendance • work with parents / caregivers and government agencies to support learners' regular attendance program <p>Refer all students, under compulsion, with unsatisfactory attendance to student attendance</p> <ul style="list-style-type: none"> • Liaise with the student, the family, any involved agencies and the student attendance counsellor once a referral is made. <p>Make Mandatory Notifications as appropriate</p>	<p>The expectations are that they:</p> <ul style="list-style-type: none"> • attend school or other educational program as negotiated regularly on every day the program is offered • be punctual in arriving at school or the educational program • engage appropriately in the education program as negotiated 	<ul style="list-style-type: none"> • Provide information to the school that may assist planning for the child's learning; for example, medical conditions, developmental milestones and family issues • Enable their child to attend punctually and regularly on every day the education program is offered and to comply with the education program being offered • Provide an explanation to the preschool or school whenever their child is absent. Apply for an exemption whenever their child is removed from the school • Work with the school on intervention strategies to improve attendance • Discuss with the principal/director any suspicions of neglect and/or abuse that may require a mandatory notification.