



## FRANKSTON PRIMARY SCHOOL STUDENT ATTENDANCE POLICY

### PURPOSE

Parents, teachers and school leaders have a responsibility to ensure that any child of school age has equal access to education. One of the vital ways to maximize educational opportunity is by supporting students in consistent and continuous school attendance.

### NATURE

Students enrolled at the school must attend on a full time basis unless absent with the authority from the school. This policy acknowledges that attendance depends on active co-operation between the parents/guardians, the school and the student. It is recognized that regular attendance can be associated with the student's satisfying relationships within the school environment and feelings of wellbeing are an important part of successful school attendance.

### IMPLEMENTATION

- A record of attendance for each student will be kept by the class teacher recording half days. These attendance rolls will be marked by the class teacher at 9.15am and 2.25 pm each day. Children not present at the time of roll call will be marked absent with a "zero"(0) for the half day. If they arrive after this time the teacher will record "L" for "late" above the absence.
- Teachers are expected to notify the Principal and the Assistant Principal if particular students are consistently late. The parents will then be contacted by the Principal or Assistant Principal to discuss this concern in an effort to improve punctuality.
- Parents are expected to supply a note explaining any absence when the student returns to school. Apart from induction to this responsibility upon initial enrolment, the school community will be routinely reminded of this protocol from time to time in the school newsletter.
- All absences accompanied by a note are marked with an "A" (Approved ) and filed by the teacher for subsequent archiving at the end of the year.
- An absence note received by the teacher several days (or longer) after the absence is to be sent to the Office Staff with the roll for modification of the records. (Backdated approval).
- If there is to be a prolonged absence due to illness or vacation, parents will be encouraged to inform the teacher *in advance* where practicable.
- While parents are obliged to inform the school in writing of the reason for the student's absence, if this does not happen, the teacher will ensure that a proforma (as attached) is sent home for the parent / guardian to complete.
- It is the class teacher's responsibility to contact the family of any student with an absence of *more than three days* unless there has been prior notification or understanding regarding the absence.
- If a student is taken out of the school by a parent for a short time or to leave school early, details must be recorded and signed by the accompanying parent or guardian in the "Early Leavers & Temporary Absence" book in the General Office. This is regarded as an "approved absence".

- If a student's absence continues to be of concern and contact with the parent has been unsuccessful, named emergency contacts on the child's enrolment form will be utilized to establish the whereabouts of the student. The principal will decide on a further course of action e.g. notifying Department of Human Services and/or the Regional Office.

## **EVALUATION**

This policy will be reviewed as part of the cyclic process.