SORRENTO PRIMARY SCHOOL
ATTENDANCE POLICY

Ratified: 24th May 2011

PURPOSE
➢ To maximise student learning opportunities and performance by ensuring that children attend school regularly.

IMPLEMENTATION
➢ Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
➢ Parents have a responsibility to provide a written note or return a completed absence form (See Form 1 below) to the school explaining why an absence has occurred.
➢ Student absence data is collected by 9:30am on a daily basis. If students are absent from school and the school has not been notified these parents will be contacted immediately.
➢ The principal has a responsibility to ensure that attendance records are maintained and monitored at school. The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
➢ All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on the CASES database and communicated to the Department of Education and Early Childhood Development. In addition this data is reported to the wider community each year as part of the school’s annual report.
➢ The Department of Education and Early Childhood Development enrolment auditors may seek student attendance records.
➢ Student absence figures will appear on student half year and end of year reports.
➢ In the event of school attendance for a student below 80% or ongoing late arrival by a student, the following process will be followed:
  ✓ The classroom teacher is to phone the parents to determine the reason for arriving late or for attending school below 80% (unless the reason is known and has been discussed between the teacher and the parent/s). The classroom teacher must formally document this discussion and put a copy in the student’s file.
  ✓ An Individual Learning Improvement Plan, focusing on implementing strategies to minimise absences will be developed by the classroom teacher and communicated to parents.
  ✓ The Student Wellbeing Co-ordinator will contact Region and a ‘Regional Poor Attendance Letter Request Form’ will be made.
  ✓ The Student Wellbeing Co-ordinator will complete the form and return it to Region.
  ✓ Southern Metropolitan Region Student Wellbeing staff will consult with the principal to clarify any issues prior to sending a regional letter.
  ✓ Attendance will be monitored, if no improvement after four weeks a Regional Director’s Attendance letter will be requested by the Student Wellbeing co-ordinator. The Regional Director’s letter will be sent to the parent by the Region student wellbeing staff.
  ✓ Attendance will continue to be monitored, if still no improvement after four weeks the principal will initiate a ‘Child First’ referral or DHS notification.
Sorrento Primary School

Absence Note

Parents: please complete the details below and return this note to your child’s teacher.

…………………………………………………………………………………………………

Reason: Illness  Appointment  Family / private business

Other (give details) .................................................................

Signed: .................................  Date: ..........................

(parent or guardian)