



## **SORRENTO PRIMARY SCHOOL ATTENDANCE POLICY**

**Reviewed: 25<sup>th</sup> May 2017**

**Next Review Date: May 2020**

### **PURPOSE**

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

### **IMPLEMENTATION**

- Parents/carers have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents/ carers have a responsibility to communicate with the school to explain why an absence has occurred.
- Parents/ carers have a responsibility to complete in advance a Family Holiday Notice form (See Form 1) to inform the school of an extended absence due to a Family Holiday.
- Students on an extended Family Holiday (advance notice given) will have a Family Holiday Learning Plan agreed by the school, student and parent.
- 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 CASES21 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 Training 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/carers 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 on Compass under Wellbeing.
  - ✓ An Individual Learning Improvement Plan, focusing on implementing strategies to minimise absences will be developed by the classroom teacher and communicated to parents.
  - ✓ Attendance will be monitored, if no improvement after four weeks the School Attendance Officer will be contacted. The School Attendance Officer will notify the principal of the action taken.
  - ✓ 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

# Family Holiday Note

*Parents: please complete the details below and return this note to the office.*

..... Class ..... will be absent from school on the following date(s):

..... due to a family holiday.

Signed: .....  
(parent or guardian)

Date: .....

Student Absence Holiday Learning Plan      Yes/No