

PINWOOD PRIMARY SCHOOL ATTENDANCE POLICY

Rationale

Going to school every day is important for a student's education. Absence from school means that learning opportunities are reduced and this can ultimately lead to poor student achievement. Where this happens, the impact may be felt long after the student has left school.

Absence from school and class clearly affects the absent student, but also impacts on the teacher's ability to plan and present class work in a sequential and organised way. This can affect the progress of all students in the class and can make classroom management difficult.

Schools report student absence in their annual reports. These figures are used to establish statewide benchmarks of student absences in both primary and secondary schools. During the triennial review, each school's absence figures are considered against the statewide benchmarks and the schools with ongoing absence rate difficulties are expected to develop strategies in their Strategic Plans to address the problem.

Guidelines

- Attendance is fundamental to the role of all teachers, and not seen as the individual responsibility of any one member of the school team.
- The Principal has overall responsibility for student attendance.
- Designated staff may have nominated duties in monitoring attendance.

All staff are actively involved in this area of responsibility. Individual classroom teachers monitor overall attendance records and have responsibility to pursue unexplained absences with the student and his/her family. The year level or Student Welfare Coordinator may become involved when the student's attendance record is of concern.

Individual schools maintain their own data relating to student attendance. This is used by schools to identify students with attendance problems so that strategies can be put into place to address the problem.

Implementation

- Regular newsletter articles will be placed reminding families of the educational importance of regular attendance at school.
- Prompt identification of non-attendees in need of further support will be made, facilitated by the Computerised Administrative Systems Environment in Schools (C.A.S.E.S.21) or the COMPASS software program. This provides the school with the capacity to generate attendance data at any time.
- Parents will be notified of any ongoing absences and educated on the importance of regular attendance at school. Education could include the distribution of the 'It's not ok to be away' brochure or services offered by the DET SSSO services.
- The school policy on attendance will be publicised and promoted.

Evaluation

This policy will be reviewed as part of the school's review cycle.

Date Implemented			
Author			
Approved By		Signature & Date	
Responsible for Review	Assistant Principal	Review Date	
References			