

# Attendance Improvement Policy

## Paracombe Primary School



At Paracombe Primary School we believe that a high level of attendance for every student is critical in supporting their social, emotional, physical and intellectual development. We are also committed to developing policies and practices that encourage students to attend every school day. Our attendance rates over the last few years have exceeded overall state averages and we have set a target of 95% overall student attendance rate for the 2013 school year. Our school day begins at **8.55 am**. Naturally there will be times when students aren't able to attend school due to illness or special commitments. When students are ill, a trip to the doctor and / or time at home to fully recover is highly recommended.

### **Factors that support high levels of attendance**

- Students feel safe and happy at school
- Students feel valued and included
- Parents kept informed about student progress and other events in the school
- Students feel successful both academically and socially
- An environment where student learning is relevant, interesting, challenging and fun
- Students are actively involved in decision making
- Student voice is given a high priority within the school
- Students are given opportunities for leadership roles
- Students wanting to maintain their social groups

Review Date: July 2015

### **Parent Responsibility**

- Parents are expected to contact the school via phone or in writing to explain any student absence. Please phone the school prior to 9.00 am

### **Student Responsibility**

- Where appropriate, students are responsible for showing any parent notes concerning absenteeism to their class teacher

### **Teacher Responsibilities**

- Ensure that roll book data is recorded daily (including students who are late & the reason given for any student who is absent)
- Inform front office if students are absent without explanation. Parents will be contacted by 9.30 am if their child is not at school.
- Follow up all incidents of unexplained absenteeism with parents
- Notify the Principal re student non-attendance concerns

### **Principal Responsibilities**

- Publish information in the school newsletter regarding the school's attendance expectations
- Monitor and report student attendance rates via EDSAS each term
- Where necessary, contact the Education Department Attendance Officer to seek advice and support in dealing with issues of student non-attendance