



**Caversham  
Valley** PRIMARY



# Attendance Policy

## 1. RATIONALE:

The Department of Education (DoE) monitors the attendance of all children enrolled in schools; identifies children with attendance issues and implements appropriate measures to restore regular attendance. Caversham Valley Primary School adheres to the DoE Attendance Policy. Our Attendance Policy provides explanation of expectations and roles at Caversham Valley Primary School.

## 2. ATTENDANCE EXPECTATIONS:

Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. Attendance is considered 'at-risk' if less than 90%. Unauthorised absences encompass holidays during school time, truancy, time away from school for birthdays, those not considered acceptable by the Principal or DoE, and where an explanation has not been provided by the parent. A child will be deemed absent for half a day when they have not attended at least two hours of instruction within that half day period.

## 3. PROCEDURES/ROLES:

**Teachers are responsible for:**

- Entering attendance on Compass by 8:40 am and straight after the lunch break.
- Recording all contacts, or attempts to make contact, with a family regarding absences. This includes electronic and paper recording. All paper records are sent to the office at the end of each year for archiving.
- Seeking reasons from parents for non-attendance.
- Reporting concerns over absences, low attendance or lack of absentee notes.
- Ensuring late children have an arrival pass from the front office.
- Ensuring that parents have a leave pass from the front office for any child leaving early.

## Office staff are responsible for:

- Recording absentee reasons when parents notify the school.
- Recording late arrivals as they occur and providing arrival passes before a child goes to class.
- Confirming the identity of any person asking for access to a child during the school day.
- Providing leave passes for children being collected and recording departure in Compass.
- Archiving all absentee notes and records at the end of the school year.

## The administration team are responsible for:

- Organising attendance notes, reporting attendance issues and requests for explanations when required.
- Regularly running reports to monitor attendance.
- Organising appropriate actions to deal with ongoing concerns about absences.

## The Principal (or delegate) is responsible for:

- Overseeing all attendance procedures.
- Approving, or not approving, any advanced vacation absence requests from parents.
- Requesting a medical certificate for prolonged absences due to sickness or injury.

## Parent Carers are responsible for:

- Ensuring they provide an explanation for all absences to the school in writing, either on their child's return or by completing the Absentee Form available on Compass; telephoning or emailing the school prior to their child's return.
- Informing the Principal, in advance and in writing, of any planned vacations and the reasons why they must occur in school time.
- Attending any meetings requested by the school to discuss absences.
- Providing a medical certificate for prolonged absences due to sickness or injury.

## 4. MANAGEMENT OF NON-ATTENDANCE:

Where Attendance falls below 90% over a term, the Principal or Delegate will:

- Investigate the reasons for the child's absence.
- Organise a parent/teacher meeting and/or case conference at the earliest opportunity to identify the issues related to the non-attendance and plan for improvement.
- Document and store any/all attendance improvement plans.

The Department of Education stipulates the following guidelines for attendance:

- Regular >90%
- At-risk indicated: 80% - 89%
- At-risk moderate: 60% - 79%
- At-risk severe: <60%

