Gwandalan Public School

Attendance Policy

Rationale:

- The Education Department requires that children of school age (six-seventeen years) are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Regional Director.

Aims:

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.

Implementation:

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find ‘catching up’ difficult.
- Absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence - shopping excursions or birthday parties are not.
- 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 further responsibility to provide a written note or return a completed absence form to the school explaining why an absence has occurred.
- If a completed absent note has not been received the following day after the student has returned to school, the class teacher is required to print out a parent notification form for parents to explain absence.
- After five days of unexplained absence, teacher is to record absence as unjustified.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in the morning by teachers, are aggregated on our database and communicated to the Department of Education.
- Students who are late or required to leave school early need to report to the office and receive a late/early slip for the teacher.
- The Department of Education and enrolment auditors may seek student attendance records.
- The principal and/or executive has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- The principal or executive will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues may be reported by the principal and/or executive to the Home School Liaison Officer for further investigation.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the Department of Education and Training and the wider community each year as part of the annual report.
- Parents are encouraged to apply for exemption for extended absences (five days or more) for some instances e.g., surgery or holidays. Exemptions are at Principal’s and Learning Support Team discretion.
- Using OASIS’ F4 and E1 Attendance Reports, reports are used to collate school attendance data according to grade.

Rewards for Attendance

- Gwandalan Public School promotes attendance through analysis attendance data and providing a BBQ for best attending grade at the completion of Semester Two.
- Students with outstanding attendance (100%) receive a gold medallion, presented at Term 4’s Presentation Day Assembly.
- Students with an attendance record between 96%-99% receive a certificate, presented at Term 4’s Presentation Day Assembly.

Evaluation:

- This policy will be reviewed as part of the school’s three-year review cycle.
- This policy will need to be reviewed March 2017.