



Attendance Policy

At One Tree Hill Primary we believe that all children should be at school every day.

Children are expected to:

- Attend school regularly
- Be punctual
- Sign in at the front office if arriving after the 8:50am bell
- Engage appropriately in the education program

Research shows that there is a direct correlation between attendance and achievement. The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programs.

If a student is not in attendance by 9.00am they are recorded as absent. Parents are encouraged to advise absences by a note in the diary or contact book or through a phone call to the office. If no contact has been made to the school by 9:30am, the school will contact parents for an explanation of the student's absence. However, teachers need to follow up any unexplained absences. Absences of more than 3 days without explanation will be followed up by leadership.

If families wish to holiday during the school term, of more than 5 school days, parents must complete an exemption form and return it to the school.

Lateness

DECD regards lateness as an attendance issue.

Any student who arrives after 8.50am is recorded as late. If a student is late they need to sign in at the Front Office.

Leaving Early

No student will be dismissed until the adult has first been to front office.

If a student needs to leave the school grounds before the normal dismissal time, their parent or nominated person needs to attend the Front Office and sign their child out. The staff will contact the relevant classroom and get the child to meet the parent or caregiver at the Front Office.

If a child leaves school for an appointment and then returns to school families sign the child back into school.



Responsibilities

Teachers

Staff are responsible for supporting the agreed attendance improvement processes for the site and will:

- Provide a relevant and dynamic learning program that seeks to engage all children and offers opportunity for success, thus encouraging regular attendance
- Record attendances/absences according to DECD requirements. Classroom teachers are responsible for keeping an accurate and up to date roll book. Roll books are legal documents and must be an accurate reflection of a student's attendance. All notes given to a classroom teacher to account for absences must be noted on the roll.
- Contribute to the analysis of attendance trends and the development and implementation of school Attendance Improvement Plan
- Make contact with the family to follow up on unexplained absences if communication from the family has not been received
- Document any strategies/interventions to improve attendance and include these in the child's file
- Advise the Leadership Team of frequent or prolonged absences
- Co-ordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested
- Make Mandatory Notifications as appropriate

Leadership

The Leadership Team are responsible for developing and supporting the site attendance improvement processes.

The Leadership Team will:

- Ensure that absence data is processed according to DECD guidelines
- Document interventions, strategies, home visits, phone calls and include them in the child's file
- Work with teachers and families to develop an individual Student Attendance Improvement Plan
- Work with teachers and families to determine underlying causes of frequent absenteeism and/or late arrival
- Refer to an Attendance Counsellor on an ED171 form if attendance issues are not resolved