

# EAST TORRENS PRIMARY SCHOOL

## STUDENT ATTENDANCE / LATENESS POLICY



Monitoring student attendance is a priority at East Torrens Primary School.

The following information is presented to identify the responsibilities of students, parents, staff and department officers to support this process.

The following responsibilities relate to the particular groups across the school and district relating to monitoring student attendance.

Our aim at East Torrens Primary School is 95% attendance.

### STUDENTS

- Attend school on time and regularly.
- Report to the Front Office when late to school, and give reasons.
- Report to front office to get signed out if leaving before 3pm

### PARENTS

- Ensure that the student attends school on time.
- Minimise student absences by negotiating appointments, family activities for after school.
- Advise school / class teacher of any absences or lateness by phoning school, stating reason of absence in child's communication book or by communicating to teacher.
- Respond to SMS message sent by SMS messaging service stating reason of absence / lateness, and students name and class
- Sign students out through the Front Office if students need to leave before 3pm
- Absenteeism due to illness will be monitored by school – If a student is absent for three or more days, a medical certificate is required for explanation.
- Extended absences for family reasons will be monitored – a pattern of regular non-attendance due to family reasons may need intervention by the school and or attendance officer.

### **ATTENDANCE OFFICER**

- Makes contact with school / families to resolve attendance issues.
- Supports school to maximise attendance.
- Makes a Mandatory report if students are not attending school.

### **FINANCE OFFICER**

- Finance officer needs to enter in ACADEMY system all the public holidays for the year and any pupil free days and school closure days. This needs to be done at the beginning of the year.

### **FRONT OFFICE**

- Note and record late arrivals/ early departures and reasons for absences in ACADEMY
- Printout of late arrivals/ early departures need to be placed in roll books
- Check SMS responses by 12pm
- Phone call to families after three days unexplained.(DU)
- Provide class teachers an Attendance Summary Sheet at the end of each fortnight so teachers can check roll books of any changes recorded.-

### **CLASS TEACHER**

- Maintain roll and file notes regarding student absences.
- Completes & submits ACADEMY Roll by 9.00am.
- If student absent- when student returns and no reason is known class teachers need to place absent labels in communication book.
- Teachers need to check parent response the following day and make necessary changes in roll book
- Notes on absence sheet if student absent for 3 days or more and there has been no response in communication book
- Monitors pattern of attendance, and notifies leadership of issues or concerns.
- Teachers to ask BSSO's to ring families regarding any unexplained absences.

## **PRINCIPAL / LEADERSHIP STAFF**

- Maintains list of absences (EDSAS).
- Checks all absences and late arrivals speaks with class teachers regarding any patterns and what has been done to change attendance issue
- Makes contact with families – home visit, phone calls and notification letters to go home.
- Document in EDSAS all communication/plans made with families to re-engage students back to school.
- Refers students to Attendance Officer.
- Continually monitor each students attendance
- Staff meeting discussions on attendance and review data based on attendance
- Leadership to clarify with new enrolling families who gets MGM messaging alerts e.g. PG1 and / or PG2
- Make a mandatory report regarding attendance issues