

Padthaway School Attendance Policy

Statement

At Padthaway School, in line with the DECD Attendance Policy, it is expected that all students will regularly and punctually attend school on a daily basis. Attendance is a shared responsibility between parents/caregivers and the school. Padthaway School will provide an educational program that requires attendance. We will actively intervene when attendance and engagement patterns indicate that students are not realising their educational and social development potential.

Padthaway School believes

- Regular attendance is essential for high levels of attainment.
- Parental and caregiver support for consistent, punctual attendance profoundly influences student learning outcomes.
- Successful students are well organised and prepared to begin the day on time.

Attendance and Dismissal Times

8:30 am	Yard Supervision Begins
8:50 am	School Commences
10:50 am	Start of Recess
11:10 am	End of Recess
12:50 pm	Supervised Eating Time
1:00 pm	Start of Lunch
1:40 pm	End of Lunch
3:30 pm	End of School Day
3:40 pm	Yard Supervision Finishes

Reporting and Monitoring of Student Attendance

Parents/Caregivers are requested to notify the school when their child/ren are going to be absent. A brief explanation, for absence (eg. sickness or family reasons) is required. This information is critical in ensuring all students are accounted for as student safety and well-being is a high priority.

Students who arrive late to school (after 8.50am)

If a student is late, a parent/caregiver will be required to record their late arrival time in the front office. Students who are late are to go to the front office area and a parent/caregiver is to sign them in. Leadership regularly checks the sign in book to monitor patterns and work with families to identify solutions to lateness.

Collecting children from school for appointments during school times (8.50 am - 3.30pm)

Parents/caregivers are requested to report to the front office to sign out their child prior to collecting them from class.

Unexplained Non-Attendance

Any attendance that is not explained by a parent/caregiver is followed up after the 2nd day of unexplained non-attendance or repeated weekly non-attendance.

Responsibilities

<p>Parents/ Caregivers</p>	<ul style="list-style-type: none"> • Ensure that their children will be at school by 8.45 am daily, so that they are prepared for classes to begin promptly at 8.50 am. • Required to record reasons for lateness (past 8:50am) in a Sign In book at the Reception counter. • Provide an appropriate explanation in writing to the school when a child is absent. • Inform the school if an extended absence is likely. • Apply for exemptions whenever there is a planned period of non-attendance at school. Adequate time to process exemptions needs to be allowed for. • Consider the learning implications of extended absences such as family holidays during term time and discuss the implications of such absences with the Principal and class teacher. • Work with the school when intervention strategies are required.
<p>Principal</p>	<ul style="list-style-type: none"> • Develop, implement and monitor the Attendance Improvement Plan for repeated non-attendance. • Ensure that EDSAS records are maintained. • Monitor and evaluate attendance data and respond to concerning trends. • Establish procedures for following up non-attendance including contacting families and intervention by Support Staff. • Document intervention, strategies, home visits, and phone calls. Document this in the student's file. • Use delegated authority to approve temporary exemptions up to one month and advise parents / caregivers in writing of approval/non-approval. File copies in the student's record. • Applications for temporary exemption exceeding one month are made on Form ED175
<p>Teachers</p>	<ul style="list-style-type: none"> • Monitor individual student attendance. • Record absences, late arrivals and reasons in the Roll book provided. Return Roll Book to the front desk every Friday morning. • Keep explanation notes, phone call records, photocopies of diary entries and any other documentation in the Roll Book folder. • Contact home on the 2nd day of an absence and document the call/letter. • Follow up all non-attendance absences with an 'Explanation of Student Absence' or 'Late Arrival' note written by the parent / caregiver. • Notify the Principal in the absence of an adequate explanation. • Amend codes in the roll book to ensure that there are no unexplained absences. • Contribute to the analysis of attendance trends and implementation of the Attendance Improvement Plan. • Provide work for students who are unable to attend school for acceptable reasons and for whom work is requested.
<p>Students</p>	<ul style="list-style-type: none"> • Attend school regularly. • Be punctual in arriving. • Be prepared to participate appropriately in the school learning program.