

Attendance Policy

Light Pass Primary School



Belief statement:

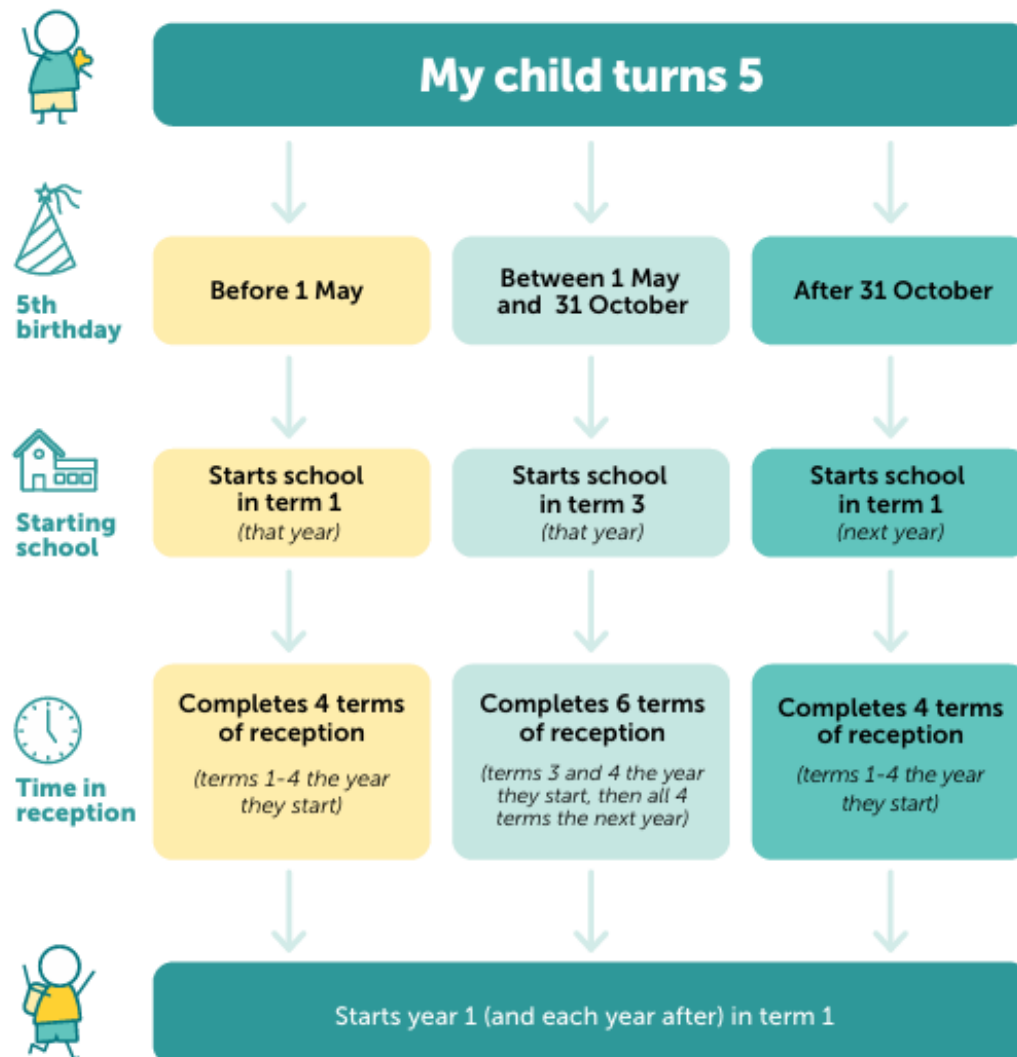
At Light Pass Primary School, we provide a high-quality education to children from Reception to Year 6 which prepares them for secondary education, for lifelong learning and responsible participation in the wider community throughout their lives.

We believe that students need to attend school regularly in order to participate fully, gain maximum benefit from their schooling and reach their potential.

We monitor school attendance in order to identify students at risk. We believe that the early detection and assessment of the causes of school non-attendance and the provision of organisational structures to support improved attendance are vital.

When can my child start school?

You can decide which intake suits your child best based on their age, maturity, social and emotional wellbeing and attitude.



Attendance Regulations:

A child who is at least six years old, irrespective of distance from the school, is required to be enrolled at a registered government or non government school and must attend the school on every day instruction is provided at the school for the child, unless the minister has granted an exemption from school attendance.

While there is no legal requirement for children under the age of 6 years to be engaged in schooling or an approved learning program, there is an expectation that, once enrolled, children will attend on a regular basis to participate in and complete their education program.

The primary responsibility for meeting this legal requirement rests with the parent/caregiver.

The responsibility for enforcing school attendance is with Department for Education. The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non attendance.

All members of the school community are expected to meet the requirements of attendance and work to the best of their ability and skill as consistently as possible.

ENSURING REGULAR ATTENDANCE

Parent/Caregiver Responsibilities:

- Parents/caregivers are responsible for getting their children to and from school.
- Children should arrive between 8.30 and 8.50 am. Classes commence at 8:50 on the first bell.
- The roll is taken by 9:00 and recorded on EMS.
- When a student is late for school (arrival after 9:00) they must report to the front office and register their arrival.
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for the absence.
- Parents/caregivers must provide the school with an appropriate explanation for the student's non- attendance. This can be done via phone call, verbally to the teacher, by student diary, email, or Class Dojo message.
- Parents/caregivers must let the school know if an extended absence is likely from school and for what reason.
- Parents/caregivers must apply to the principal for exemption from school if an absence of between 1 week and 1 month that is not due to illness will occur.
- Any exemptions of over 1 month are forwarded to the appropriate team in the Department for Education.

Teacher's responsibilities:

- Teachers will monitor each child's attendance.
- Teachers will record absences and the reason for absence in EMS.
- Teachers will mark students who are absent without explanation as a "U" until they receive an appropriate explanation from the parent/ caregiver.
- When a written explanation arrives for an absence, the teacher will update this in EMS, making note of the reason
- When a student is absent for the third consecutive day and there has been no explanation from home the teacher shall arrange for a phone call to be made seeking an explanation.
- When a student returns to school and there is no appropriate explanation given, the teacher shall attempt to gain an explanation from the parent/caregiver. If no such explanation is forthcoming, the principal will be asked to follow up the absence.



Leadership responsibilities:

- Monitor overall attendance within the school.
- Ensure that the EMS roll is accurately completed.
- Contact parents, where explanations for absences are repeatedly not forthcoming.
- Provide information in the newsletter and school information packages relating to attendance.
- Ensure that new parents understand the school attendance procedures.
- Review student attendance at the end of each term.
- Review the reasons for absence of students who record family or social explanations frequently and discuss this with the parents if those reasons seem unacceptable.
- Approve temporary exemptions from school for students up to one calendar month and send applications for longer term exemptions to the Educational Director.
- Keep documentation of all attendance and actions taken when issues around attendance arise.

Being half an hour late to school each day from Reception to Year 10 equals missing one year and half a term of schooling.

Late arrivals or early departures

In some cases, students may arrive late to school, or leave early. This may be due to family reasons or transport issues.

Parents/caregivers should provide an explanation, in writing or via a phone call, for a student's late arrival. Parents/caregivers wishing to collect students for an early departure must also report to the front office with an explanation and sign their child(ren) out. Should they return the children to school after some time out, e.g. a dentist's visit, the students need to be signed back in to the school at the front office.

Parents/caregivers are encouraged to schedule appointments outside of school hours.

