



## **POLICY: SCHOOL ATTENDANCE**

### **1. PURPOSE**

The school community is encouraged to understand the correlation between school attendance and academic performance.

### **2. AIMS**

- To raise an awareness within the school community of the link between academic performance and attendance.
- To encourage children to take responsibility for school attendance as appropriate.
- To identify those children 'at risk'.
- To track academic performance of children with high absenteeism.
- To keep parents informed regarding any attendance concerns.
- To reduce the level of student absenteeism.

### **3. IMPLEMENTATION**

- To provide a safe, welcoming and stimulating environment.
- To regularly place reminder articles regarding attendance in the Newsletter.
- Address punctuality in twice yearly reports.
- Children with four or more absences per term will be tracked.
- A pro-forma is distributed for non-verbal and verbal notifications.
- Class teachers contact parents on the third consecutive day of absence if notification hasn't been received.
- Staff are given monthly CASES Absence Reports to facilitate the tracking of individual children.
- Region will be contacted where absence continues without notification or justification.
- Awards for 100% attendance and excellent attendance will be distributed twice yearly.
- Regular promotion of the 'It's Not Ok To Be Away' campaign.

### **4. EVALUATION**

- The policy will be reviewed as necessary.
- Feedback will be inclusive of:
  - ~Annual Report to School Council
  - ~Input from parents
  - ~Comparison with State and SFO data