Attendance and Participation Policy
Belief Statement

Mt. Barker South Primary School (MBSPS) is committed to student learning. We believe that students must have maximum attendance and participation in school learning programmes, if they are to develop to their fullest potential. This policy outlines school practices which encourage attendance and which deal with non-attendance and ‘opting out’ of school activities. During school hours, school staff assume Duty of Care responsibilities for students in their care. To do this we must ascertain reasons for student absence.

Strategies to support good attendance

To encourage good attendance and participation our school:

• encourages communication between school and home
• strives to create a safe, harassment free environment at school
• provides relevant, appropriate learning programmes for students
• supports students ‘at risk’ of non-attendance
• provision of lunch and recess for children who have none-(monitored for Mandatory Notification purposes)
• rewards “Good Attendance” habits
• monitors attendance and lateness closely and records according to system requirements
• termly reminders about school times, attendance expectations and accurate attendance records

Student Responsibilities

Students are expected to:

• attend school, every school day unless ill or absent for family reasons
• participate in all school activities, unless ill or injured
• pass on any notes about attendance or participation from parents/caregivers
• arrive at school prior to the morning bell at 8.55am
  (Students supervision is provided from 8.30am. Students may arrive at school no earlier than this.)
• report to the office to sign in, if they arrive late or leave early
• stay at school all day

Parent Responsibilities

Parents/caregivers are expected to:

• keep children home when they are ill
• notify the school if their child is absent from or late for school (phone call to the office, note to class teacher)
• provide a note for class teachers if there is valid reason why students cannot participate in part of the school learning programme contact the school if their child is to be collected during the school day
• contact the school if they know of a reason affecting school attendance upon which the school can act (eg. harassment)
• ensure that home and emergency phone numbers are up to date
• arrange to collect children from the office if they are taking them early (they will sign in and out there)
Staff Responsibilities

Classroom teachers:

- maintain attendance /lateness records
- provide a friendly, welcoming classroom environment
- encourage/seek explanations for absence or lateness
- follow up issues relating to attendance if notified (eg. harassment)
- issues reminder notes to students who have unexplained absences
- seek written information about students who cannot participate in learning activities
- record/alter information from parents/caregivers as necessary

Office Staff:

- record attendance/lateness records on EDSAS
- pass on details of extended or frequent unexplained/unacceptable absences
- record information from parents (phone calls) in attendances books
- pass on information to School Counsellor

School Counsellor:

- ring home on 3rd day of unexplained absence or after student repeatedly asks to not participate in activities (or 3 notes in a term)
- call a meeting after 10 days of unexplained absence
- if no change occurs - Student Attendance Counsellor referral will be made

The School process for dealing with unexplained absence/lateness is:

- 1 day unexplained absence/lateness - Standard letter sent home (class teacher to notify
- several days of unexplained absence/lateness - School Counsellor rings home (class teacher to notify School Counsellor
- after this - Referral to Student Attendance Counsellor is made at School Counsellor’s and class teacher’s discretion (factors to consider- absence for several consecutive days, prior knowledge, patterns of attendance)
Dear

We have received no explanation for your child’s absence/lateness on _______. It is school policy to seek this for our records. Could you please send along a note of explanation or give us a phone call on 83911197?

Thankyou,

----------------------------- Class Teacher
----------------------------- Principal

date:


Dear

We have received no explanation for your child’s absence/lateness on _______. It is school policy to seek this for our records. Could you please send along a note of explanation or give us a phone call on 83911197?

Thankyou,

----------------------------- Class Teacher
----------------------------- Principal

date:

Dear

We have received no explanation for your child’s absence/lateness on _______. It is school policy to seek this for our records. Could you please send along a note of explanation or give us a phone call on 83911197?

Thankyou,

----------------------------- Class Teacher
----------------------------- Principal

date:

Dear

We have received no explanation for your child’s absence/lateness on _______. It is school policy to seek this for our records. Could you please send along a note of explanation or give us a phone call on 83911197?

Thankyou,

----------------------------- Class Teacher
----------------------------- Principal

date:
Dear

Our records show that [name] was absent for [number] days this year. This is equivalent to [number] weeks or [number] term. We know that children with this amount of absences are at significant risk of not achieving what they are capable of and we have identified him/her as a potential referral to our attendance branch but before we do this we would like to draw your attention to the matter and invite you to work with us to improve the situation. Would you contact me at your earliest convenience, as this matter is urgent.

Yours sincerely,

School Counsellor
Dear

As you have been previously made aware attendance continues to be of concern. Subsequently he/she has been noted as a student for referral to our attendance branch. Please contact the school urgently to discuss ways in which we can work together to improve the situation.

Yours sincerely,

School Counsellor