



Highbury Primary School

HIGHBURY PRIMARY SCHOOL

ATTENDANCE POLICY

RATIFIED BY GOVERNING COUNCIL ON 17/5/16 TO BE REVIEWED BY 17/5/18

RATIONALE

At **Highbury Primary School** we work in partnership with families to provide children with learning opportunities that will provide a solid foundation for their future. Research shows that success in learning is directly proportional to regular attendance and participation in education programs. Patterns of attendance and absence that are set up in the early years usually persist through education and life. Regular attendance at school is important to a child's learning and development.

Poor attendance may lead to learning difficulties because children who are frequently absent are likely to miss learning the basic skills needed for their future education.

LEGALITIES

A child who is at least 6 years old but not yet 16 is of compulsory school age. Every child of compulsory school age, irrespective of distance from the school or whether disabled or not, is required to be enrolled at a government or non-government school and is required to fully participate in the education program arranged and approved by the enrolling school.

RESPONSIBILITIES

Schools/ Leadership

- The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- The Principal will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- Schools are required to advise DECD Attendance Officers if student absences exceed 10 days (particularly if unexplained) in order to follow up what is considered to be 'excessive' absences and 'persistent' lateness.

Parent/Caregiver

- Parents/Caregivers must enrol their child in an education program from 6 years (the age of compulsion).
- Enable their child to attend punctually and regularly. School children are expected to arrive at school no earlier than 8:20am and no later than 8:40am. Arrange pick up and care of students at 3pm. Yard Duty finishes at 3.20pm.
- The primary responsibility of a student's attendance rests with the parent/caregiver.
- Provide explanation of failure by a student to fully participate in their education program by providing a written explanation for that absence or by contacting the school within a reasonable time. Ideally, for safety reasons, this explanation should be received on the day of the absence or within three days of the commencement of the absence at the latest.
- Let the school know if an extended absence is likely and negotiate with the class teacher if work is required.
- When a child is late for school it is appropriate that the parent/caregiver explains the reason for the lateness and ensure a late slip is obtained from the front office.
- Work with the school on intervention strategies to improve punctuality and attendance if required.

Children

- Children enrolled in school have responsibility for their attendance. The level of responsibility will be determined by the individual circumstances of the child. Children are expected to:
 - Attend school regularly
 - Be punctual
 - Collect a late slip from the office if arriving after the 8:40am bell
 - Engage appropriately in the education program

If we consider a child's schooling from Reception through to Year 10, we can see the impact through these statistics.....

- ***5 days away a term adds up to more than 1 year of schooling missed. That's 220 days over this period of schooling.***
- ***1 day a week away adds up to 2 years and 1 term or 451 days over this period.***
- ***Half an hour late per day also equates to more than 1 year away from school.***