



SADDLEWORTH PRIMARY SCHOOL

RESPECT- ACHIEVEMENT- KINDNESS

Attendance Policy

Rationale

At Saddleworth Primary School we are committed to providing a safe, inclusive and progressive educational environment for all students. We work in partnership with families to provide children with learning opportunities that will provide a strong foundation for their future. Research shows that success in learning is directly related to regular attendance and participation in education programs. The Saddleworth Primary School Attendance Policy places priority on the early identification of non-attendance and irregular attendance, and outlines strategies to support regular attendance of students in our school community.

Legalities

All children between the ages of 6 and 16 are required by law to attend school full time and children between 16 and 17 must participate in a full-time approved learning program (Education Act, 1972). If a child is 5 and enrolls to attend school, then they must attend full time as any other student. If a student is going to be absent from school for an extended period of time, the parent/caregiver must inform the school immediately. If a child has been ill and has seen a doctor, a certificate from the doctor will assist in accounting for the absence. Classroom teachers and administration staff are responsible for keeping an accurate and up to date roll book. Roll books are legal documents and are required to be an accurate reflection of student attendance. All notes and slips given to a classroom teacher to account for absences must be kept with the roll book and not destroyed.

RESPONSIBILITIES

Children

Children enrolled in school have a 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
- Sign in via the front office/classroom teacher if arriving after the 8:55am bell
- Engage appropriately in all areas of schooling at Saddleworth Primary School

Families

Students must attend school every day unless the school receives a valid reason for being absent.





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Lawful reasons for absence include:

- Illness
- Hospitalisation
- Events of cultural significance (births, death, related ceremonies)
- Other unavoidable causes

Saddleworth Primary School has a number of ways to notify the school of a child's absence and is required to be done as early as possible:

- Calling the front office on 88474227
- Sending an SMS to the school phone on 0484915265

Teachers

Staff are responsible for supporting the agreed attendance improvement processes for the site and will:

- Provide a relevant and dynamic learning program that seeks to engage all children and offers opportunity for success, thus encouraging regular attendance
- Record attendance and absences according to DfE requirements
- Make contact with the family on the third day of absence if communication from the family has not been received
- Document any strategies/interventions to improve attendance and include these in the child's file
- Organise a collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested
- Make Mandatory Notifications as appropriate

Principal

- Ensure absence data is processed according to DfE guidelines
- Ensure appropriate follow up has been completed prior to a letter regarding the absence of a student is sent home to families
- Document interventions, strategies, home visits, phone calls and include them in the child's file
- Work with teachers and families to develop an individual Student Attendance Improvement Plan
- Work with families to determine underlying causes of frequent absenteeism and/or late arrival
- Refer to Support Services if attendance issues are not resolved

