

ATTENDANCE POLICY

PURPOSE

- To maintain an accurate record of student attendance
- To encourage and increase the overall level of attendance
- To inform parents and students of the School Council Policy and processes concerning daily attendance.
- Use strategies from the Cranbourne Attendance Project to address student non-attendance

GUIDELINES

- Class teachers will maintain an accurate record of attendance, with attendances and absences recorded at least on a half-daily basis, morning and afternoon.
- Just cause for non-attendance will require an acceptable written or telephoned explanation from a parent/guardian
- Class teachers will be responsible to follow-up unexplained absences. This can be by either school proforma or telephone
- Teachers will be responsible for the data entry onto CASES 21 using the online marking system. Office staff will adjust entries based on phone calls/notes received at office.
- All absence notes retained
- School daily absences to be recorded weekly
- Effective follow-up of unapproved absences. After 3 days, contact to be made with parent/guardian
- Absence and late arrival data to be recorded on half-year and end of year student reports and will appear on student's Ultraset page.
- Monthly letters of unapproved absences to be sent home. If after five days, signed slip is not returned, then parent/guardian to be contacted again, as per the processes for Unsatisfactory Absences

Process for Unsatisfactory Absences:

The process for tracking unsatisfactory absences is outlined in the 'Tracking Student Attendance Process' as developed in line with DEECDS 'Student Engagement Policy Guidelines'.

EVALUATION

All policies will be reviewed as part of the school's cyclic review process. This policy will be reviewed in April 2013.



COUNCIL APPROVED: _____

DATE: _____

