

# Yarra Junction Primary School

School Number: 3216



## ATTENDANCE POLICY

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<b>Responsible for Review</b>	Principal
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<b>References</b>	<ul style="list-style-type: none"><li>• <a href="#">School Attendance Guidelines</a></li></ul>

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## ATTENDANCE POLICY

### PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Example School has in place to
  - support, monitor and maintain student attendance
  - record, monitor and follow up student absences.

### SCOPE

This policy applies to all students at Yarra Junction Primary School.

- This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#)
- It does not replace or change the obligations of Yarra Junction Primary School, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

### DEFINITION

*Parent* – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

### POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education

and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Yarra Junction Primary School during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Yarra Junction Primary School, or
- the student is registered for home schooling and has only a partial enrolment in Yarra Junction Primary School for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Yarra Junction Primary School believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Yarra Junction Primary School parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Yarra Junction Primary School about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

### **Supporting and promoting attendance**

Yarra Junction Primary School's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by supporting CIRE's before and after school care services, providing engaging learning, a variety of welfare support and frequent communication between school and home.

### **Recording attendance**

Our school must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Yarra Junction Primary School's duty of care for all students

Attendance will be recorded by the class teacher at the start of each school day and after lunch on Compass.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

### **Recording absences**

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Yarra Junction Primary School of absences by either:

- logging into their Compass portal and entering a reason for the absence
- contacting the office on 5967 1544
- informing the classroom teacher (if it is a planned absence)

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Yarra Junction Primary School will notify parents initially by SMS. Yarra Junction Primary School will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent, the school will mark the student as unexplained absence and will attempt to call the parent on the following day.

Yarra Junction Primary School will keep a record of the reason given for each absence. The Principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If Yarra Junction Primary School considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**excused absence**'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**unexcused absence**'.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

## **Managing non-attendance and supporting student engagement**

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Yarra Junction Primary School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance within an Attendance Support Meeting. Agreed upon strategies and services are to be documented within an Attendance Support plan (Appendix II)

- creating an Attendance Plan

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required.

## **Referral to School Attendance Officer**

If Yarra Junction Primary School decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the Regional Office for further action.

If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the principal may make a referral to a School Attendance Officer if:

- the student has been absent from school on at least five full days in the previous 12 months where:
  - the parent has not provided a reasonable excuse for these absences; and
  - measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
  - the student has been absent for 10 consecutive school days; or
  - no alternative education destination can be found for the student.

## **MORE INFORMATION AND RESOURCES**

- [School Attendance Guidelines](#)
- School Policy and Advisory Guide: [Attendance](#)
- [School intranet](#)

## **Appendixes:**

*Appendix I:* [Yarra Junction Primary School - Attendance Flow Chart](#)

*Appendix II:* [Yarra Junction Primary School - Student Absence Plan](#)

# Yarra Junction Primary School - Attendance Flow Chart

Appendix I

## Teacher

- Rolls marked between 9-10am and no later than 9.30am
- Afternoon roll marking by 2-00pm



## Office

- SMS automatically sent out for unapproved absences at 10.00am
- Late arrivals/early leavers sent to office and office enters on Compass.
- Late arrivals will be given by office staff a late pass to be given to teacher.



## Office

no response from SMS

- Call parents
- Record made of contact or no contact
- No response by 2:30-pm



## Office

- End of the day; check any unapproved absences/early/late leavers on Compass.
- Follow up unapproved absences from previous day by phone call the next day.

If no response

- Send absence letter via email/or hard copy home via teacher the following day
- Enter absence type in Compass



## Teachers

- *Late arrivals & early leavers sent to office, students are given a late pass. (Office to mark on Compass)*
- If a student is away a 3rd day, contact parents as a wellbeing phone call by the end of 3<sup>rd</sup> day of absence, even if you know why they are away.
- Lodge an attendance chronicle in relation to the absence.
- If contact is made enter absence type in Compass
- If no contact made refer to Wellbeing Coordinator for support
- Collaborate with Wellbeing Coordinator to develop an Attendance Plan for student refusals or where a child is absent for 5 + consecutive days.



## Office

- Monday of each week print off unapproved absence report
- Resend absence letters via email & hard copy.
- Unapproved absences are locked after 10 days

## Wellbeing Coordinator

- Monitor all absences / follow up with parents/carers if bursar/teacher unable to contact
- Follow attendance guidelines
- Discuss all absences with staff at consultative.
- Attend team meetings (minimum one per term)
- Coordinate Attendance Support group meetings (incl. with department representatives and parent/carers)
- Collaborate with Wellbeing Coordinator to develop an Attendance Plan for student refusals

**ATTENDANCE POLICY**  
YARRA JUNCTION PRIMARY SCHOOL  
WE CARE, WE INSPIRE, WE ACHIEVE

## Yarra Junction Primary School - Student Absence Plan

Student Absence Learning Plans are implemented to support the education of students who are absent from school for an extended period. Student Absence Learning Plans should be developed collaboratively by teachers, students and their parent.

Student Absence Learning Plan must be developed for:

- students who are planning extended absences from school, for example for a family holiday, parent choice, medical. (Extended meaning 5 + consecutive days)
- students suspended for more than 3 days
- students who are school refusal for 3 or more consecutive days **OR** refusal more than 5 days within a term.

<b>Student name:</b>	
<b>Year level:</b>	<b>Date:</b>
<b>Support services</b> (Tick support services involved in developing plan)	
Department of Education SSO and/or Wellbeing	
Koorie Engagement Support Officer	
External Agency e.g. Youth connections/ CYMS/CAMHS/Child FIRST Consider an individual tailored program.	
Students psychologist	
<b>Reason for absence:</b>	
<b>Date of last day of school:</b>	<b>Date of return to school: (if known)</b>
<b>Description of actions to support school attendance:</b>	
<b>Activities for the student to undertake while away from school:</b>	
<b>Agreed role of parents/carers in supporting the absence learning program:</b>	
<b>Date of Attendance support group meeting:</b>	
<b>Who attending support group meeting:</b>	
<b>Contact details for the student to stay in touch:</b>	<b>School phone number:</b>
<b>School contact person:</b>	
<b>Signature of parent/carer:</b>	<b>Signature of principal:</b>
<b>Date Attendance plan to be reviewed:</b>	

Upload a copy of plan to Attendance Chronicle

Appendix II