CSPS STUDENT ATTENDANCE POLICY

Rationale:
- Children of school age (6-15 years) are required to be in full time attendance at school unless receiving approved home tuition. Clayton South Primary School recognises the need to monitor student attendance and implement processes and procedures to deal with irregular attendance and unaccounted for long-term absence of students.

Aims:
- To ensure student absences are monitored regularly.
- To ensure unexplained absences are investigated.
- To encourage regular and prompt attendance.

Implementation:
- Victorian Government Schools reference guide be used as the primary reference.
- Class attendance rolls to be completed twice daily by class teachers and entered daily on CASES. Office personnel to alert Principal or Assistant Principal of any absence issues.
- Reasons for student absence to be communicated to the school by a parent or guardian in writing on the day following the absence. Copies of the proforma will be provided in the School Information Book and in the newsletter at the beginning of each term. Copies will also be available in the staffroom for teachers.
- Teachers/Wellbeing Officer to follow up unexplained absences promptly with parents.
- Teachers to ensure regular and/or frequent unexplained absences are reported to the Principal or Assistant Principal who will advise on appropriate follow up with parents.
- The school should be advised by phone or note of extended absences of more than 2 days. An absence note is to be completed on return of the student.
- Student absences of over 3 consecutive days without explanation will be communicated to the Principal or Assistant Principal to arrange contact with parents or guardian.
- Arrivals after 9.05 am to report to the office and collect a Late Arrival pass for presentation to class teacher. Persistent latecomers will be referred to the Wellbeing Officer.
- Parents requiring to collect their child early (before 3.30 pm, or 2.30 pm on last day of term) to report to the office, sign the Early Sign Out Book, and collect an Early Departure Pass for presentation to the class teacher.
- District support services (Guidance Officer) to be utilised as appropriate for encouraging regular student attendance or developing an individual student attendance plan.
- Student absences and lateness to be noted on the mid year and end of year report.
- Send home “It’s Not OK To Be Away” brochure yearly in February.
- Highlight attendance issues in the newsletter.

Evaluation:
- Student attendance trends to be evaluated annually through the Annual Report.
- Absence procedures to be monitored by the Curriculum Sub Committee.
  Informal feedback from parents and staff on absence procedure compliance
This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in 2006.