



Attendance Policy – Dundas PS

Rationale:

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnerships with parents are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences. Schools, in providing a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students' sense of wellbeing and belonging to the school community.

Responsibilities:

Parents:

- Ensure school-age children are enrolled in school.
- Ensure students who are enrolled attend school every day unless they are sick or for other extenuating circumstances.
- Provide an explanation for absences by calling the school, using the Skoolbag App, written note or email within seven (7) days from the first day of absence.
- Work in partnership with the school and notify the school of any circumstances impacting on the attendance of their children.
- Complete the appropriate paperwork to apply for extended leave (travel) for their children.

Principal:

- Ensure the school is maintaining attendance registers.
- Regularly evaluate and address attendance through the school plan.
- Promote open communication with parents to promote the importance of attendance, address any issues with attendance and ensure effective strategies are in place to support parents to improve the attendance of their children.
- Ensure staff are trained.

School Staff:

- Provide a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- Promote regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
- Monitor attendance and follow attendance action plan.
- Maintain accurate records of student attendance.
- Alert the principal, or staff member responsible for monitoring attendance, when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer within required timeframes.
- When nominated by the principal, liaise with external agencies, arrange referrals and coordinate involvement of the school with other services and agencies working with students. Nominated staff provide feedback about outcomes to the principal.
- Who have concerns about the safety, welfare or wellbeing of a child or young person must report their concerns to the principal.