



Lockleys North Primary School

Attendance Improvement Policy

A child who is 6 years old but not yet 17 of compulsory school age irrespective of distance from school is required to be enrolled at a registered government or non-government school on every day that instruction is provided unless The Minister has granted an exemption from school attendance.

Parent Responsibilities

- Parents/ Caregivers are responsible for getting children to and from school punctually.
- Arrival time is between 8:30 and 8:50am.
- Late arrivals go directly to the front office to sign in and collect a yellow late slip to take to the class teacher.
- Lateness requires an explanation by the parent or caregiver.
- Early departures are also required to be registered at the front office and a blue early dismissal slip filled in and given to the class teacher.
- The school requires an explanation for a student's absence via phone call, email, written note or a medical certificate. After 3 days absence a written explanation is expected.
- Parents/caregivers are to advise the school if an extended absence is likely and need to fill in an exemption form from the front office.

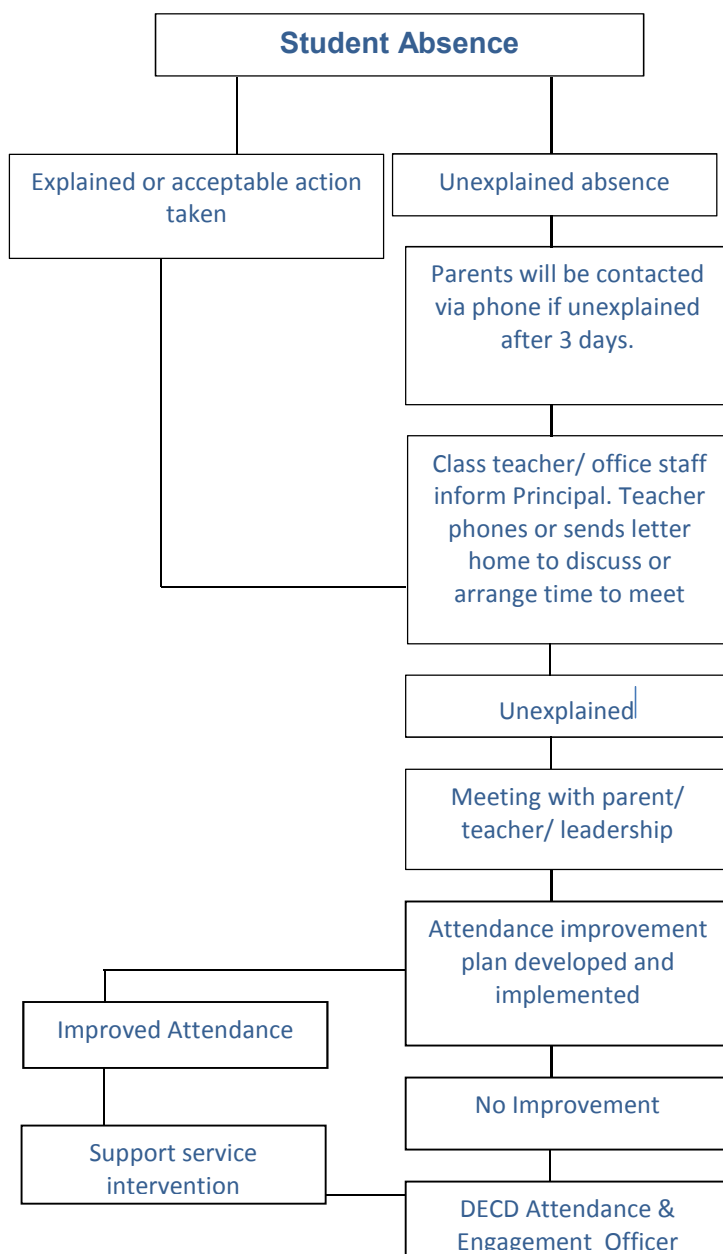
Teacher Responsibilities

- Monitor children's attendance.
- Mark the roll at 8:55 daily.
- Send any late student without a late slip, to the office immediately.
- Record absences and reasons in the roll book. Send the roll book to the front office by 9am each day.
- Record lateness, keeping a record of time of arrival and reasons.
- If a student has continued or prolonged absences, contact the family to verify reasons for absences and /or to offer support. Record actions taken.
- Accurately make any alterations required to the EDSAS roll eg explanations for absence that come after initial recording is made.
- Discuss attendance concerns with the Principal.
- Coordinate a collection of work for students who are unable to attend school and /or when work is requested.

Front Office Responsibilities

- Support students who arrive late or leave early to sign in or out
- Inform leadership if students consistently arrive late, too early, leave early or who have continued or multiple absences
- Send late slips with late arrivals back to class so attendance records can be modified accurately.
- Receive all class roll books by 9am each day and record information in EDSAS.

Student success is dependent on consistent attendance at school reinforced and supported by parents. Successful students start the day on time.



Leadership Responsibilities

- Contact parents/ caregivers if teacher unable to contact parents.
- Document interventions, strategies, phone calls and keep in student files.
- Provide temporary exemptions as required for periods of less than 12 months. Approvals to be documented on Exemption Form ED175, signed by principal and kept in front office or if for over one month forward to the Director, Programs and Region Management. If exemptions sought are permanent or in excess of 12 months the principal is to endorse and forward form ED175 the Director, Programs and Region Management.
- In consultation with class teachers refer to the attendance councillor in cases where school intervention has been unsuccessful.