Phoenix Primary School

Learn Grow Succeed

Attendance Policy

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Rationale

Recent research clearly shows the need to engage students and establish positive attendance behaviours in the early years of schooling and to raise parent and community awareness of the fact that, where academic achievement is concerned, every day counts. Phoenix Primary School recognises that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. At Phoenix Primary School we understand that for maximum transfer of knowledge 95% attendance is necessary. Attendance rates lower than 95% could impact on student performance.

At Phoenix Primary School there is an expectation that once enrolled, students will attend on a regular basis, and positive attendance patterns will be fostered.

Guidelines

Notification

The School Education Act 1999 requires that an explanation of a student's absence is provided within three school days from the start of the absence.

Parents can notify the school on the day the student is absent, either in person, by phone, email (from the school website), SMS or a written note. All records will be maintained electronically on Integris and in physical form.

Recording Attendance

Phoenix Primary School will ensure that accurate attendance records are kept for each student enrolled at the school. This includes recording attendance at both morning (by 9.00am) and afternoon (by 12pm) sessions for all students. Teachers will enter a note into the 'notes' section on Integris to give further information about the absence and initial the entry.

A student who arrives after 9.00am (or after the class lesson attendance has been completed) must report to the office to sign in. This will be recorded as L (Late) on Integris by office staff. School office staff will also be responsible for entering notes into Integris, when phone calls, SMS or emails are received through the front office.

If a student attends for any continuous 2 hour block before 12:30pm or after 12:30pm then it is considered that they are present. Students who arrive late but still meet this requirement are recorded as late and not included as a half-day absence.

Students who are on an excursion, participating in an off campus program or in some other school approved activity are not to be counted as absent.

Students on suspension are to be recorded as absent during the period of suspension. The code Z will automatically appear on Integris.

Attendance records will be kept in electronic form and will be kept for a period of seven years.

Monitoring Attendance

Teaching staff will check the previous week's records, to ensure data entered is up to date and accurate.

When a student has been absent from school for two days and an acceptable explanation has not been forthcoming, the classroom teacher will contact the student's family to establish the reasons for non attendance. If they are unable to make contact they will inform admin.

If a student's attendance rate falls below 90% over a ten-week period, the Phoenix Primary School Deputy Principal will inform parents of the child's attendance status in writing.

If a student's attendance rate falls below 80% over a ten-week period, the Phoenix Primary School Deputy Principal will further investigate the reasons why the student is not attending school.

Phoenix Primary School will use a case management approach for attendance issues, resulting in an Attendance Plan being written to assist improvement, if deemed necessary.

Phoenix Primary School will consult with all stakeholders, and access support from other community groups and agencies if required.

Phoenix Primary School will keep detailed records of all contact, or attempts to make contact, with the student's family and the intervention strategies implemented to restore a student's attendance.

Data Collections

Phoenix Primary School will present attendance data to the School Board periodically, as well as in the Annual Report.

Strategies Used to Enhance Attendance at Phoenix Primary School

Phoenix Primary School is responsible for promoting to parents the importance of their children attending school every day. The following strategies are implemented to enhance attendance:

1. Target setting through DoE processes. In particular, cohorts identified by the previous year's data.
2. Telephone call home from class teacher after 3 days of unexplained absences.
3. Letters sent to parents once per term asking for an explanation of unexplained absence.
4. Attendance letters for indicated, moderate and severe at-risk attendees that highlight the child's attendance.
5. Engaging and motivating curriculum.
6. Notifying the community about attendance issues in regular newsletter updates.
7. Fortnightly analysis of attendance data and parent contact made for students at risk, severe and moderate.
8. A case management approach wrapping additional support around students having attendance issues.