



Attendance Policy

Rationale

It is recognised that absenteeism impacts on children's achievement levels and social development.

Purpose

The purpose of the program is to:

- Improve the overall attendance rate of children at Werribee Primary School / reduce the rate of absenteeism.
- Monitor attendance rate of all children.
- Identify children who have high levels of absenteeism.
- Establish the reason/s for absenteeism.
- Develop programs that will assist children attend on a more regular basis.

Broad Guidelines

- "It's Not Okay To Be Away" and "Every Day Counts" resources are utilised to address absenteeism
- Daily attendance is recorded twice per day and will be kept by classroom and/or specialist teachers
- Attendance rolls will be entered on XUNO daily by teachers and data is transferred to CASES21 monthly
- Class teachers will contact parents of children who have had more than three days absence without explanation
- Once per term, notes will be sent to parent /s of children with unexplained absences
- Parents of children who do not return the notes will be contacted by a member of the Wellbeing Team
- Parents of children with a high rate of absenteeism will be supported by the Social Worker
- Where necessary support programs for the child and/or the family will be implemented
- Articles relevant to the importance of attendance will be promoted through school communication systems throughout the year
- Teachers will discuss any absences that are concerning them with either the Leadership Team or Welfare Coordinator as soon as possible
- If required Student Services and Western Region personnel will be involved
- If necessary Department of Human Services will be contacted

Evaluation

- Monthly attendance records will be evaluated by the Wellbeing Team
- Yearly attendance records will be evaluated in the Annual Report
- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change

This policy was ratified by School Council on 18 October 2016

Next review Due: August 2019