



# SANDRINGHAM EAST PRIMARY SCHOOL

## Attendance Guidelines Policy

### Rationale:

School attendance is intrinsic to educational opportunity. Students enrolled at the school must attend on a full time basis unless absent with the authority of the school. This policy acknowledges that attendance depends on active co-operation between the parents/guardians, the school and the student.

Regular school attendance is a prerequisite for improved participation and educational outcomes and is the responsibility of everyone in the school and wider community.

### Implementation:

- A record of student attendance will be kept by teachers (recording half days) and recorded daily in Compass (a school administration and management system). This information is then uploaded periodically onto the Education Department's CASES 21.
- Lateness to school is unacceptable. Students arriving after 9am are recorded in the attendance roll on Compass as late. Children must be signed in by a Parent/Guardian when arriving late.
- Absences and lateness are recorded in the mid and end of year student reports.
- Parents should notify the school in advance either in writing or via the Compass Parent Portal of any absence, where practicable.
- Parents are obliged to inform the school (in written form or via the Compass Parent Portal) of the reason for the student absence, upon the student's return to school.
- Absence notes kept by the classroom teacher upon the update of Compass, then archived at the end of the school year.
- Parents that telephone the school to notify an absence, must also send an absence note or update Compass when the student returns to school.
- It is the classroom teacher's responsibility to obtain absence notes from parents.
- Students are not permitted to leave the school before 3.30pm unless accompanied by a parent / guardian. The classroom teacher must be notified and the student must be signed out via the Compass kiosk located at the school office.
- If a student has been absent for three days without an update of the Compass Parent Portal, written or verbal explanation, or if there is a concern about a student's attendance, it is the teacher's responsibility to notify the Principal / Assistant Principal. Parents / guardians will be contacted to explain the reason for the absence.
- Transfer notes must be completed for students who transfer in or out of the school as per Department of Education Guidelines.
- When enrolling a new student the school must confirm the transfer with the original school, using the transfer note or by direct contact.

### Evaluation:

This policy will be reviewed as part of the school's review cycle unless an issue arises which requires review.

**This policy was ratified by School Council – August 2017**