



Palmer Primary School

"On the road to success"



Attendance Improvement Policy—October 2017

Students will:

- Attend school on school days unless they are sick or are required to be absent from school for family reasons.
- Talk with their parents or a trusted school adult if they feel unsafe or unhappy at school.
- Be responsible with any notes to or from school regarding attendance

Parents/Carers will:

- Ensure students attend school unless they are unwell or need to be absent for family reasons.
- Contact the school if their child is going to be absent for any reason.
- Sign students in/out if they arrive at school late or leave school early.
- Discuss any concerns they may have about the child's attitude to attending school.
- Provide a doctor's certificate if students are absent for 3 or more days for illness.
- Seek formal exemption for extended periods of absence (more than 3 days) for family trips or holidays.



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Purpose: How will this support student learning?

The purpose of our attendance policy is to ensure that processes exist to support students attending school and to address non-attendance issues.

Underlying Principles: Why is this important?

Students cannot achieve maximum benefit from schooling if they do not attend school or if they miss significant 'chunks' of a day (ie. Arriving late or leaving early).

Students who miss 10 days a term, will have lost over 1 year of learning by the time they leave Primary School. Similarly, students who arrive 15 minutes late or leave 15 minutes early each day, miss the equivalent of a week's learning time in a year.

We understand that students will not be able to attend school, or may have to arrive late or leave early, from time to time for various reasons and it is important that schools know why.

Operational Issues/Roles/Responsibilities: How does this work in practice?

Staff will:

- Offer engaging classrooms learning programmes and activities for students.
- Provide opportunities for all children to experience success.
- Create an environment at school where students feel safe and bullying is not tolerated.
- Work closely with parents and endeavour to keep lines of communication open.
- Acknowledge positive attendance habits with Year Level points and termly attendance awards.
- Keep detailed records of attendance and punctuality (Students are recorded as late if they are not at school by the 9am bell.)
- Work to address any issues that may be contributing to non-attendance (anxiety, student relationship issues).
- Organise exemptions for students who plan absences for extended periods of time for family travel or medical reasons.
- Seek a medical certificate if a student is absent for 3 or more days for illness.
- Contact families every day by phone when students are absent with no explanation. Follow up notes will be sent if contact cannot be made by phone.
- Meet with families if there are 3 or more days of unexplained absence or lateness in a term.
- Make a referral to the Regional Student Attendance Counsellor when absence is repeatedly unexplained and ongoing, and is therefore significantly impacting on student learning.