

Broulee Public School Attendance Policy

At Broulee Public School, regular attendance is regarded as an important component in the achievement of student learning outcomes. Measures to establish acceptable attendance patterns include

- Acknowledging and encouraging good attendance
- Early detection of poor attendance, and
- Prompt, positive intervention measures.

Broulee Public School recognises and values the benefits of positive home/school relationships and seeks to involve parents in developing and maintaining the strategies that support the development of positive patterns of attendance for all students. Parent/Caregiver support will be sought in implementing and maintaining the Attendance Policy.

Under their duty of care, classroom teachers monitor student's part or whole day absences and maintain accurate records in accordance with Department of Education School Attendance Policy 2015.

They will reinforce the importance of regular attendance and actively encourage students to provide written explanations of absences. A positive and caring approach to the student by the class teacher is vital to developing and maintaining good attendance.

The class teacher will directly follow up unexplained absences by sending home an 'orange school absent slip' to be completed and signed by the parent/carer. If the slip is not returned, the class teacher will then follow up with phone contact. The class teacher will maintain accurate records of all communications.

The class teacher will inform Executive of outcomes of unexplained absence phone calls or letters.

Class Teacher and Executive (if requested by Class Teacher) will make follow up contact with parent/carer and request an interview and if necessary, refer the student to the School's Learning Support team for further intervention measures.

Late Arrival

Students who arrive 5 minutes or more after the bell, must report to the Office

- Where possible accompanied by an adult
- Complete a Late Arrival note
- Promptly proceed to class and present the Late Arrival note to the class teacher.

Early Departure Procedures:

Students who leave before normal completion time must;

- Be collected from the school by a parent/caregiver or by a responsible adult who has written permission from the parent/caregiver to collect the child
- Complete an early release note at the Office.

Explanations of Absences

A written explanation of non-attendance is provided when the student returns to school. Where a parent/carer is aware that a student is likely to be absent for 3 days or more, they should advise the school prior to the student's return. If no explanation is forthcoming, the school will contact the parent/carer and seek an explanation. Parents are encouraged to use the absentee form on their child's class blog to notify class teachers of absences.

It is acceptable for class teachers to make written notations of any verbal reasons provided by parent/carers.

The following is a link to the Department of Education Attendance Policy; compulsory school attendance; and information factsheet for parents.

<https://education.nsw.gov.au/wellbeing-and-learning/attendance-behaviour-and-engagement/school-attendance>

At the end of each school year, all absentee notes will be securely stored for a period of seven years.

This policy will be reviewed as part of the school's three year review cycle or when advised of any amendments to the Copyright Act.

This policy was reviewed by Broulee Public School in

2017