

# Rowville Primary School

## Attendance Policy



### PURPOSE

Rowville Primary School is committed to educational excellence. We recognise that regular and punctual attendance is central to successful learning. Research shows that success in learning is directly proportional to regular attendance and participation in education. Our goal is to ensure that every student has access to the full time education to which they are entitled. We want to assist every student to optimise their life opportunities.

### GUIDELINES

In order to gain the greatest benefit from their education it is vital for students to attend school regularly and be at school on time every school day unless there is a valid reason for absence.

Absences affect the pattern of a child's schooling. Missing five days in three weeks equals losing 33% of learning time. Missing ten days every term equals losing over one year of learning by the end of primary school. Missing fifty days a year equals losing two whole years of learning by the end of primary school.

We will promote regular attendance by creating a positive and supportive learning environment where all students can experience success.

It is important for students to arrive at school in time for the start of the school day. If a child misses the start of the day, they may miss the vital information and news for the day and may disrupt the learning for other students.

### IMPLEMENTATION

1. The music will commence at 8.40am to signal that it is time for students to enter the building to hang up their bags, hand in lunch orders and get organised for the first learning session to commence at 8.45am. Students will then be seated ready for learning. Rolls will be marked by 8.50am. Any student arriving after 8.45am will be required to obtain a late pass from the office before proceeding to the classroom, so that their attendance can be recorded /amended on the Compass electronic roll by the office staff.
2. Parents can check their child's arrival at school by logging onto Compass using their username and password - <https://rowvilleps.vic.idf.com.au/>
3. By 8.50am the class/specialist teacher will mark the roll electronically on Compass for the morning and again after lunch break by 2.30pm for the afternoon.
4. By 8.50am and again by 2.30pm, any casual relief teachers taking a class will mark the roll electronically on Compass using a school supplied electronic device.
5. At 9.30am each day, a Compass daily attendance summary will be printed and held by the office staff to be used in the event of emergency evacuation.
6. After 9.30am a student who is late will need to be signed in at the office via a late pass before proceeding to the classroom. The late pass will be presented to the class teacher/specialist. This will be recorded on the electronic roll by office staff.
7. Parent/Carers will need to approve late arrivals through their parent account on Compass.
8. Students who leave early will need to be signed out via an early release form at the office prior to proceeding to the classroom and this will be recorded on the Compass electronic roll by the office staff.
9. Parents are required to enter all absences on Compass using one of the codes listed below. Please note, parents need to obtain learning plans for extended absences from the classroom teacher as required by DET.

Code	Description	Description of Absence
200	Medical	Student not at school for medical reasons.
209	Dentist	Includes dentist, orthodontist or similar.
211	Bereavement	Includes funeral, death in the family or absence due to a death.
300	Truancy	Parent knows about absence, but doesn't approve or parent doesn't know about absence.
804	Family Holidays	Student is away on a family holiday.
805	Religious / Cultural Observance	Student is kept away from school for a religious or cultural reason.
807	Approved	Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes special circumstances, unavoidable cause, unforeseen circumstances or family member ill.

10. Authorised absences include health related, special circumstances or unforeseen circumstances.
11. If a parent/carer believes that their child is reluctant to come to school it is important that contact is made with the class teacher or other school staff so that any problems can be sorted out between the student, the parent/carer and the teacher.
12. The school will monitor student absences and student learning progress. Family meetings will be arranged when it becomes evident that there is a repeated pattern of non-attendance. Support will be arranged with outside agencies when required.
13. A parent/carer will be contacted by the class teacher when there are three consecutive days of unexplained absences.

### EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

Reference: DET Guidelines

This Policy was ratified by School Council on 24<sup>th</sup> February 2016 and is due to be reviewed in May, 2019.