

# ST AGNES SCHOOL ATTENDANCE POLICY

## Rationale

At St Agnes we aim to create kind and resilient life-long learners. We understand and acknowledge the strong correlation of student attendance at school and student academic achievement and social potential. Research evidences that attendance at school all day and every day positively affects learning, wellbeing, employment and life outcomes for children and young people. Learning is cumulative and it is disrupted if students often miss school.

## School attendance and the law

Attendance at school is compulsory. The Education and Children's Services Act 2019 states that all children must attend school from 6 until they turn 17 or have achieved their SACE or other qualification. This could be in a school or an approved learning program.

## Students at risk from missing school

Students can be away from school for many reasons. Schools use categories to identify children and young people at risk. We ensure that appropriate follow up and support is provided.

**Habitual non-attendance:** a student has 5 to 9 days absent in a term for any reason.

**Chronic non-attendance:** a student has 10 or more days absent in a term for any reason.

## Implementation of the department's attendance policy

At St Agnes School our attendance practices align with the department's attendance policy.

We support student attendance when we:

- promote the importance of education from the earliest years of life and throughout school
- assess patterns of non-attendance and develop ways to address this
- actively engage and include all children, young people and their families
- provide support to address the barriers to attendance, learning and wellbeing
- monitor attendance to make sure progress is documented and supports are in place
- evaluate the need for further or ongoing support and referral for additional support.

We use data to create our attendance improvement plans. This is in partnership with our community. Our plan includes the actions we will take to make sure all students can attend school.

## St Agnes School's attendance expectations

School starts at 8.50am each day and finishes at 3.00pm.

Every minute of every day matters to ensure that all students participate fully in the curriculum to maximise learning outcomes and enable access to equitable educational opportunities.

## **Attendance responsibilities**

Everyone has a role to make sure students attend school all day, every day.

### Students are responsible for aspects of their own attendance

- Attend school every day the school is open unless they are ill or have an approved exemption
- Arrive at school and to all lessons and activities on time
- Participate positively in all learning activities
- Report to the front office if they arrive late or leave early. A parent or carer consent must be given

Note: a student's age and circumstances affect the level of responsibility.

### Parents and carers are legally responsible for ensuring school attendance

- Ensure their child attends school every day the school is open, unless they are ill or have an approved exemption
- Make sure their child arrives at school on time, between 8.30am and 8.50am
- Provide their child's school with up-to-date contact details
- Provide a reason to the school if their child is absent, late or leaving early. This can be done via a phone call, seesaw app or written notification
- sign students in and out via the front office
- applying for exemptions for extended absence using Department for Education proformas

### Staff are responsible for supporting the agreed attendance improvement strategies and processes

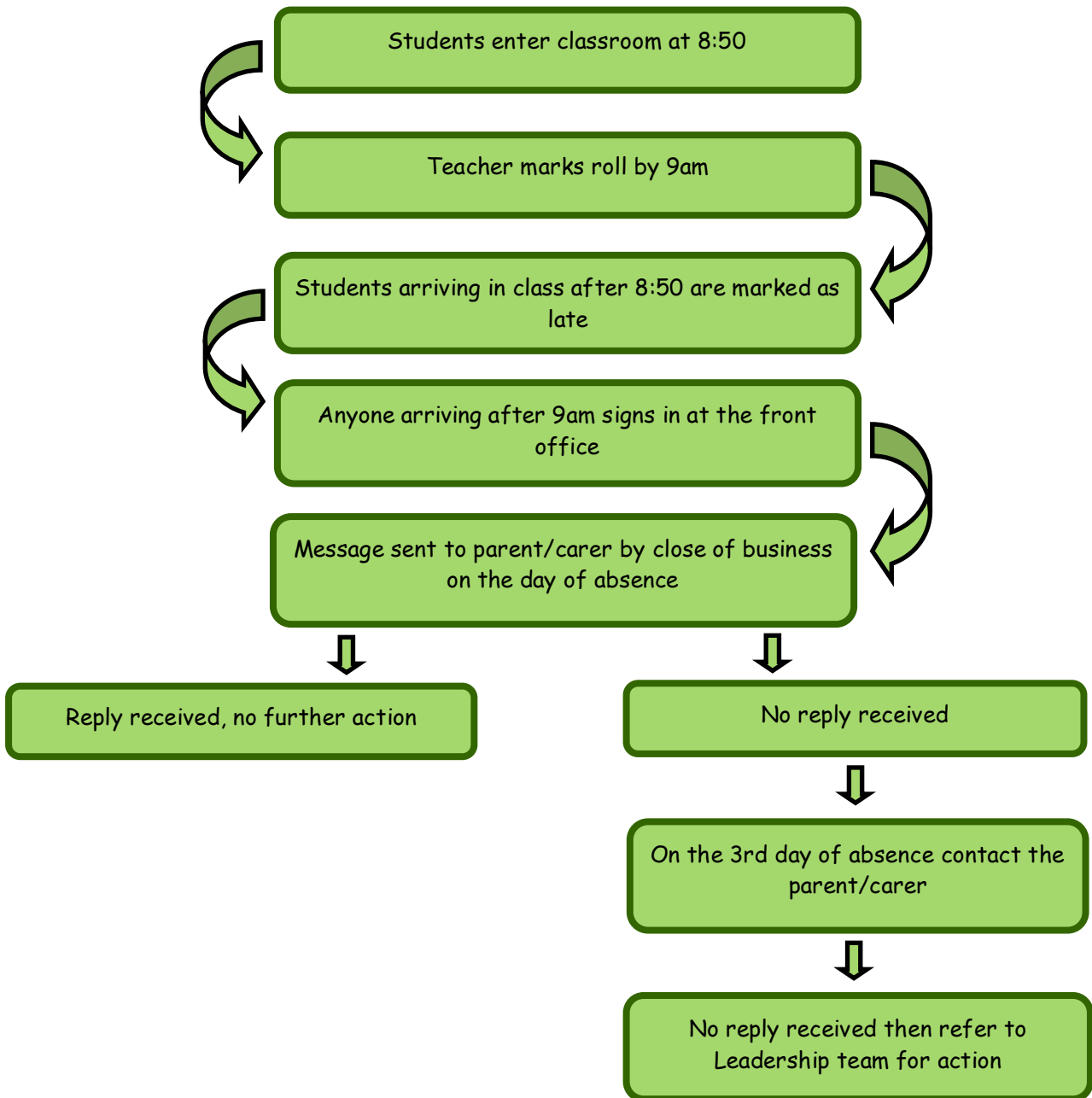
- Ensure parents and carers are aware of attendance expectations, policies and procedures
- Accurately record each absence, late arrival or early departure with the appropriate code
- Contact parents or carers if there is no explanation for an absence, or a pattern of absences
- Document contact with parents and carers about absences, including attempts to contact
- Request a medical certificate from parents or carers if needed
- Consult with the local Student Support Services if needed
- Make sure the list of absences and late arrivals are recorded onto ATTENDIT each day as early as possible
- Investigate and communicate with families about children with significant or unresolved absence or lateness
- Implement supporting strategies and develop attendance action plans for families
- Refer unresolved attendance issues to leadership for case management
- Develop attendance action plans and supporting strategies

Policy Ratified by Governing Council: 22/06/2022

Next Policy Review Date: Term 2, 2025

**'Learning today, leading tomorrow'**

### Daily Attendance Procedure



Early departure - parent to report to the front office and sign out their child/ren

The details of each child's attendance (absence, lateness, early departure) are recorded daily in class electronically and in the DFE EDSAS software. Class teachers and front office staff will bring persistent lateness/early departures and absenteeism to the notice of Leadership for action.