

SKiPPS Attendance Policy

Rationale:

Our positive school culture is predicated on student engagement being the basis for learning. SKiPPS continues to build the understanding that full attendance is a key to engagement and maximises every student's ability to learn and our teachers' ability to teach effectively.

Under the Education and Training Reform Act 2006 parents (of children no younger than 6 or older than 17) are obliged to enrol their child(ren) at a registered school and to ensure that their child(ren) attend school at all times when the school is open for the child(ren)'s instruction.

Of significance to this policy are the following:

- every child should find pleasure in learning
- home and school should nurture every child's innate drive to learn
- learning can take place in a range of situations and with a range of people
- a holistic approach to children's academic, emotional, social and physical development is valued

One of our core School Values is Respect which is displayed by 'being at school on time'.

Aims:

1. to engage and maximise every student's ability to learn
2. to maximise teacher's ability to teach effectively
3. to ensure children attend school every day
4. to ensure that children consistently arrive at school on time to begin learning at 9.00am
5. to communicate to our community the importance of the link between punctuality and attendance and maximising our children's ability to learn
6. to encourage parents/carers to seek advice from the class teacher or Assistant Principal about getting their children to school on time for every school day

Implementation:

See chart on the next page

Evaluation: This policy will be reviewed as part of the school's three-year review cycle, and at times when our emergency management procedures are under review.

This policy was ratified by School Council in....

April 2016

Implementation:

The school's job is to ...	The parent/carer's job is to ...	The student's job is to...
<ol style="list-style-type: none">1. promote regular attendance by all members of the school community2. promote punctuality by all members of the school community3. monitor and follow up on absences4. have the class teacher call family after 3 consecutive days of unexplained absence5. demonstrate that education is a sequential process and that absences can mean students miss important stages of learning6. implement "It's Not OK to be Away" program and Beat the Bell7. include in the newsletter reminders such as <i>Beat the Bell</i>8. provide pro-forma absence/lateness notes in the newsletter and at the office9. ask all teachers to record both in the morning and the afternoon all absences, lateness and file provided notes10. access student absence records and report to School Council annually11. ensure parents of students with high levels of unexplained or unapproved absences or lateness are contacted by the Assistant Principal, with the view to developing and implementing strategies to minimise absences.	<ol style="list-style-type: none">1. ensure their child attends school every day and is on time consistently2. advise the school in writing as soon as possible when their child is absent or late to school3. advise the Assistant Principal if they need support to get their child to school on time for every school day4. make sure their child attends school and that they Beat the Bell5. communicate with their child's teacher to advise them of the dates and duration of extended holidays	<ol style="list-style-type: none">1. come to school every day that the school is open, unless they are ill2. arrive at each class on time and be ready to learn3. provide their teacher with a note from their parent/carer explaining their absence on returning to school4. observe the school's <i>Beat the Bell</i> requirement