

## STUDENT ATTENDANCE AT SCHOOL

Every day counts when it comes to attendance. Students who attend school regularly (90% or more) are more likely to succeed.

The Department of Education monitors the attendance of all students enrolled in school, identifies students with attendance issues and supports schools to restore regular attendance.

Once your child is enrolled in school, you are responsible for ensuring he/she attends on a daily basis. Either you or other responsible persons will be asked to provide an acceptable explanation for any absence to the classroom teacher, or Principal.

Pre-primary is compulsory full-time education.



## WHAT ARE YOUR RESPONSIBILITIES IN PROMOTING YOUR CHILD'S ATTENDANCE?

You are responsible under the Act for ensuring your child/children attend on a daily basis.

- There are times when circumstances such as illness, family holidays or cultural events will prevent your child from attending school but it is your responsibility to ensure that these absences are kept to the minimum possible.
- When your child has been absent from school, notification either by SMS, a phone call or note must be made to the school to explain the reason for the absence.
- In the case of extended absences because of sickness, notifications should also be supported by a doctor's certificate.
- If your child/children are going to be away for a prolonged period from school for reasons other than sickness, you should inform the class teacher or school office personnel in advance.

## WHAT IS SPENCER PARK PRIMARY SCHOOL'S RESPONSIBILITY IN SUPPORTING YOUR CHILD TO ATTEND?

At Spencer Park Primary School we are responsible for:

- Maintaining a safe and supportive learning environment.
- Providing an engaging and relevant curriculum to create conditions conducive to regular school attendance by all our students.

We maintain this supportive and welcoming learning environment by:

- Providing for social and emotional development, including self regulation.
- Assisting in ensuring positive and meaningful relationships are developed with friends and adults in the school.
- Applying a consistent and fair *Behaviour Management* program that recognises appropriate behaviour and has consequences for inappropriate behaviour.
- Putting in place differentiated learning programs in the areas of English and Maths so that children can progress and thrive.
- Providing students with extra curricula activities in academic areas, sport, the Arts and leadership through inter school academic and sporting events, camps, incursions and excursions.







## WHAT WILL THE SCHOOL DO TO ADDRESS POOR ATTENDANCE?

- If no written or verbal notification is given before 10:30am on the day of absence, we will send you an SMS.
- We commence monitoring your child's attendance once it falls below 90%.
- If your child has ongoing absences where their attendance falls below 80% in a term, authorised or unauthorised, we will request a parent meeting so that we can work together to establish a regular attendance pattern.
- Where your child's attendance becomes less than 70% in a term and poor attendance is an ongoing issue, you will be asked to sign a documented *Responsible Parenting Agreement*. The agreement states what actions are required by you and us to restore a normal attendance pattern.
- If a *Responsible Parenting Agreement* is in place but is not adhered to by you, and your child's attendance does not improve to 90% or higher, then you will be asked to attend an Attendance Panel comprised of community members and representatives from other government agencies who will attempt to find a solution to the non-attendance.
- The Attendance Panel may, in some cases, recommend prosecution.



## EVERY DAY MATTERS

Attendance matters to achievement:

- Any absence from school has a negative effect on your child's achievement.
- The higher the absence rate; the greater the negative effect on your child's achievement.
- The effect of attendance on achievement is also cumulative. That is, the achievement of your child reflects not only their absences in that year, but also absences in the preceding 2-3 years as well.
- It is important to create good attendance habits in the early years of school, starting in Kindergarten, because poor attendance patterns in a child's early years of schooling tend to lead to an ongoing pattern of poor attendance across his/her school career.

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## Spencer Park Primary School

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## EVERY DAY COUNTS ATTENDANCE GUIDELINES

