ATTENDANCE POLICY

RATIONALE

It is recognised that absenteeism impacts on children’s achievement levels and social development.

PURPOSE

The purpose of the program is to:

• Improve the overall attendance rate of children at Werribee Primary School / reduce the rate of absenteeism.
• Monitor attendance rate of all children.
• Identify children who have high levels of absenteeism.
• Establish the reason/s for absenteeism.
• Develop programs that will assist children attend on a more regular basis.

BROAD GUIDELINES

• “It’s Not Okay To Be Away” is the program to address absenteeism.
• Daily attendance records will be kept by classroom and/or specialist teachers.
• Attendance rolls will be entered on CASES daily.
• Class teachers will contact parents of children who have had more than two days absence without explanation.
• Notes will be sent to parent /s of children with unexplained absences.
• Parents of children who do not return the notes will be contacted by a member of the level team identified as monitoring attendance.
• Parents of children with a high rate of absenteeism will be supported by the School Chaplain.
• Where necessary support programs for child and/or the family will be implemented.
• Articles relevant to the importance of attendance will be placed in the newsletter throughout the year.
• Teachers to discuss any absences that are concerning them with either the Leadership Team or Welfare Coordinator as soon as possible.
• If required Student Services and Western Region personnel will be involved.
• If necessary Department of Human Services will be contacted.

EVALUATION

– Monthly attendance records will be evaluated
– Yearly attendance records will be evaluated in the Annual Report.

This policy was approved at School Council Meeting on: 18 September 2012.