ATTENDANCE IMPROVEMENT PLAN + PROCEDURES

GENERAL BACKGROUND INFORMATION
A child who is at least six years old but not yet seventeen is of compulsory school age and is required to be enrolled at a registered government or non-government school and must attend the school on every day. Instruction is provided at the school for the child, unless the Minister has granted an exemption from school attendance (this being the case for approved home education).

At Crafers
We believe that
♦ future student success is determined by good attendance at school.
♦ students need to attend school regularly in order to participate fully and gain maximum benefit from their schooling
♦ successful students are well organised and start the day on time.

RESPONSIBILITIES

Parents
Parents/caregivers are responsible for getting their children to and from school.

♦ Students must arrive at school between 8.30am and 8.50am.
♦ Students must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (e.g. illness).
♦ Parents/caregivers must provide the school with an appropriate explanation for the student’s non-attendance. Usually this comprises a letter or telephone call from the parent/caregiver or a medical certificate. After three days absence a written explanation is required. If a parent receives an SMS indicating their child is not at school with an unexplained absence the parent should respond.
♦ When a student is late for school, it is a requirement that the parent/caregiver explains the reason for lateness. Late arrivals must first report to the front office before reporting to their classroom teacher. They will receive a late pass to give to their teacher.
Short term exemptions can be granted by the Principal. Parents are asked to complete the Exemption form available at the front desk.

**Teachers**

- Monitor each student’s attendance
- Record absence and reasons for absence in roll book folder and send to the front office daily by 9.30am. (On Fire Ban days only send a list of absent students and keep roll book.)
- Contact home on third day of absence if no communication with parents or caregivers about absence.
- If a teacher has concerns about a student’s inconsistent attendance teacher should discuss with Principal or Counsellor

**Administrative Staff**

- Absences are recorded on EDSAS system daily
- Late arrivals are recorded on the EDSAS system
- Administrative staff record any responses to SMS system.

**Principal**

- Principals have the delegated authority from the Minister to approve applications for temporary exemptions from school attendance for periods of up to six calendar months. Parents/caregivers should apply in writing on appropriate form available at the front office. Principal provides letters of approvals or non-approvals in writing. Copies of such documents to be retained in school files, together with applications, and are to be made available to appropriate DECD officers as required.
- Each week the Principal receives an email each week from MGM service. The principal reviews to identify any concerns
- Any concerns about a child’s attendance are followed up with the teacher and/or parents. Intervention strategies documented in files.
- If attendance continues to be of concern the Principal initiates a pre-referral consultation with the Attendance Counsellor which may lead to a referral.
- The Principal/class teacher should document interventions, strategies, home visits, phone calls and include in student’s file.