**Palmerston District Primary School**

**Student Attendance Procedures**

*Board Approved May 2017*

**Purpose**

To ensure all students at Palmerston District Primary School are given every opportunity to fully participate in education.

All students in the Australian Capital Territory (ACT) must attend school at either a government or registered non-government school, or be receiving a registered home education program from the age of 6 to 17. Parents must enrol their children within 14 school term days after the child turns 6 in the ACT. For enrolment procedures please see enrolment in ACT Public Schools (2011.

**Rationale**

* Research confirms a strong link between attendance and student outcomes, poor school attendance can be linked to a number of both short and long term adverse outcomes.
* In analyses academic achievement on National Assessment Program- Literacy and Numeracy (NAPLAN) tests declined with any absence from school and continued to decline as absence rates increased.
* Improving attendance of students may help to reduce achievement gaps or prevent the gaps from widening. In line with the Education Act 2004 (the Act), Palmerston District Primary School endeavours to use all appropriate strategies to ensure students are given every opportunity to participate in education.
* At Palmerston District Primary School it is important that students attend school every day allowing their development through a systematic curriculum that leads to further successful education.

**Aims**

The educational aims of these procedures are to ensure that:

* Students are attending school regularly
* Student attendance is recorded in accordance with the Education Directorate policy
* Parents are aware of their responsibilities to ensure children attend school
* Students not attending school regularly are identified

**Procedures**

* Teachers will mark rolls twice every day, morning and afternoon, in accordance with ACT Public Schools procedure 4.7.2 to ensure consistency across the directorate
* Teachers and Executive staff will keep principal informed in relation to students who may require attention due to days of unauthorised leave
* Principal will ensure that rolls are marked and stored suitably in accordance with Directorate Policy
* If children arrive late to school (after 9:15am), they will present at the Front Office and either the parent or an administrative officer will sign them in
* When children are absent from school it is the parents’ responsibility to inform class teachers either by telephoning the Front Office to leave a message or by sending in an explanation using the School App, email or via a formal written letter
* For absences beyond a five week period parents/carers must contact the Prinicpal to discuss possible need for an Exemption Certificate
* If children consistently arrive late to school the classroom teacher will contact parents advising of responsibilities in ensuring that children attend school regularly
* If a child is away with an unexplained absence for 3 days the class teacher will telephone parents to inform them of the absence and seek an explanation
* Further unexplained absence will be followed by a telephone call from the Executive teacher advising of responsibilities of parents in ensuring that children attend school regularly
* When unexplained absences reach a maximum of seven days in a school year the deputy principal may issue attendance advice letter 1, while the school principal may issue attendance advice letter 2 to the parents of a child if it is believed the attendance requirements are not being met
* If attendance concerns are not resolved the school will notify the Network Student Engagement Team (NSET) and complete the NSET referral form and the student attendance –action sheet.
* If attendance concerns are not resolved, the NSET may commence non-compliance procedures (see below listed points)
* The Director of School Improvement may issue an information notice to a child’s parents if they believe that attendance requirements are not being met. This may be followed by a Compliance Notice issued by the Director General.
* School attendance procedures and The Education Directorate policy will be communicated to students and parents via the school website and newsletter

**Related Documents**

Attendance at ACT Public Schools Procedures (2011)

Enrolment in ACT Public Schools (2011)

Education Act 2004 (the Act)

Quick Reference Guide: Support for schools to implement the Education Participation (Enrolment and attendance) policy (2016)