

ATTENDANCE POLICY

At Westport Primary School we aim for all students to have regular and punctual attendance at school to maximise and engage in learning so that they can reach their full potential. Student attendance data can be used for legal purposes, student welfare and achievement purposes and school/site resourcing and must therefore be kept accurately for all students enrolled.

Roles/Responsibilities

Teachers

- Record student absenteeism and lateness using the correct Department for Education codes on the online roll via LearnLink and send to the Front Office by 9:30am. Students who arrive after 8:45am are to be marked Late and students who arrive after 9:00am must enter the school grounds via the Front Office and collect a blue late pass
- Record absence and lateness details on student reports
- Establish expectations and routines that encourage regular attendance and punctuality
- Follow up unexplained absences with a parent or caregiver

Administration/Leadership

- Record, monitor and keep records of student attendance
- Enter student absences on EDSAS daily
- Send text messages daily to parents/caregivers of students who are absent from school
- Keep records of students arriving late (after 9:00am) and leaving early and enter information on the online roll via Learnlink
- Follow up unexplained absences with a parent or caregiver and make home visits if unable to contact families
- Monitor trends of absence or lateness
- Communicate with families about students with chronic absenteeism
- Liase with Department for Education attendance officers
- Acknowledge excellent attendance each term at assemblies

Parents/Caregivers

- Ensure their child arrives at school by 8:40am and leaves at 3:00pm
- Notify the school and explain their child's absence or lateness via phone, text message, written note or in person to the Front Office or class teacher
- Sign students in and out via the Front Office if arriving late or leaving early
- Apply for exemptions for extended absence from school (more than 5 days) using Department for Education forms

Students

- Attend school from 8:40am to 3:00pm every day and arrive punctually
- Enter through the Front Office and collect a blue late pass if arriving at school after 9:00am

Parents and caregivers are legally responsible for ensuring regular school attendance of children between the ages of 6 and 17.