Durack School Attendance Policy

Durack School aims to provide the best possible education for all students. In order for students to achieve to their full potential it is essential that they attend school on a regular basis – at least 90% of school days. Students miss vital steps in the teaching and learning process if they are regularly absent or late. Durack School aims to maintain an average attendance rate of above 94%.

**ABSENCE**

- Teachers Mark roll twice per day within 30 minutes of the start of the session. Please ensure you are using the correct absence codes.

- Where there has been no contact with the school either by phone, email or letter re the absence of a student, it is the class teacher’s responsibility to generate the Notification of Absence form from SAMS and send home the letter with the child. It is a legal requirement that parents provide the school with a reason for that absence which is acceptable to the Principal.

- When there are 3 continuous days of un-notified absence the school **must** follow up with the parent. Teachers should, in the first instance, attempt to make contact with the parent themselves. If there is an unsatisfactory reason given or no contact is made, the Principal or Assistant Principal should be notified. Details of actions taken must be recorded in the student’s activity area in SAMS.

- Teachers should also make note of students who have frequent days off even if notified and in the first instance, make contact with parents to discuss the impact on of the absences on learning (other than when the reason is serious illness).

- Senior staff will follow up concerns with attendance where the problem is ongoing.

- After 10 consecutive days of unexplained absences or a significant pattern of absenteeism the Regional Attendance Officer will be contacted to visit families.

- Students who are chronic non-attendees must be carefully monitored and each absence followed up.

**LATENESS**

- Students who arrive after the second bell need to enter the school via the Office where they will collect a late note to give to the class teacher.

- Teachers use the *Late* code when marking the roll on SAMS.

- Where students are regularly late teachers should contact the parents

- Senior staff should be informed to follow up if the lateness continues.

**EVALUATION**

- Enrolment and attendance data from SAMS

This policy is in line with current Department of Education policies on student attendance and to be reviewed annually.

*January 2015*