

# Ungarra Primary School

*Respect Resilience Integrity Excellence*

## Attendance Policy

At Ungarra Primary School the Staff, Governing Council and Parents believe that a high level of school attendance is critical for children's school and social development and performance. Therefore these parties work hard to ensure that our school maintains a very high level of school attendance.

As a school we realise that attendance must be monitored so that any issues with families, or individual students, can be quickly identified and rectified before absences become a problem.

### **FACTORS THAT SUPPORT HIGH LEVELS OF ATTENDANCE:**

- Students feel safe and happy at school.
- Students feel valued and included.
- Parents are kept informed of student progress and school events.
- Students experience academic and social success.
- Students experience an environment where learning is relevant, intellectually challenging and fun.
- Students are actively involved in decision making.
- Students are given opportunities for leadership roles.

### **Two minor issues for a school such as ours are:**

- 1) Our remote location in relation to dental and medical services leading to students sometimes having to take a full day or more out of school to make appointments in Port Lincoln. This situation is unavoidable, as medical practitioners and visiting specialists do not consult on weekends in these towns.
- 2) Due to most of our families being self-employed on farms which is dependent on seasonal conditions, many families take family holidays during the school term which affects our attendance trends and data.

### **Key Strategies to support the achievement of attendance outcomes include:**

- In consultation with the school community, develop and implement an Attendance Improvement Plan, which includes attendance targets.
- The school monitoring and analysing attendance data to implement strategies to ensure that attendance targets are met.
- Coordinate intervention when required.
- Provide a quality curriculum, teaching and learning and promote positive relationships to ensure that children are engaged in their learning.

Ungarra Primary School will continue to monitor the attendance of all students and any issues will be addressed swiftly which will lead to positive outcomes for students, families and the school.

<b>PARENT/CAREGIVER RESPONSIBILITIES</b>	<b>STUDENT RESPONSIBILITIES</b>	<b>TEACHER RESPONSIBILITIES</b>	<b>PRINCIPAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Parents/caregivers of students who do not attend school for any reason must notify the school on that day that their son/daughter will not be attending and provide a reasonable explanation (reasonable = illness, doctor appointments, specialist appointments, SAPSAPSA. Non reasonable = hairdresser appointments etc.)</li> <li>• Inform the school and fill in relevant paperwork for long-term absences from school.</li> <li>• Provide information to the school that may assist planning for the child's learning for example: medical conditions, family issues etc.</li> <li>• Enable their child to attend punctually and regularly every day.</li> <li>• Work with the school on intervention strategies to improve attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• Students who are fit for school must attend.</li> <li>• Students, who have been absent, are expected to hand notes explaining their absenteeism to their class teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a relevant and engaging learning program that seeks to engage all students.</li> <li>• Monitor social relations, wellbeing and emotional wellbeing of all students.</li> <li>• Ensure that the roll book data is recorded daily.</li> <li>• Follow up all incidents of unexplained absenteeism with parents.</li> <li>• Notify the Principal regarding any student non-attendance concerns.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and implement the sites Attendance Policy.</li> <li>• Report on attendance data in the Annual Report.</li> <li>• Phone parents in the event of any student being away from school for two consecutive days without explanation.</li> <li>• Publish information in the school newsletter regarding the school's attendance expectations.</li> <li>• Monitor student attendance via EDSAS each term.</li> <li>• Where necessary, contact the Education Department Attendance Officer to seek advice and support in dealing with issues of student non-attendance.</li> </ul>