



ATTENDANCE POLICY



DoE ATTENDANCE POLICY states the principal is responsible for the accurate recording and rigorous monitoring of the attendance of all students and for implementing appropriate strategies to restore attendance if there are attendance issues.

The following are the attendance procedures for East Victoria Park Primary School.

1. LATE ATTENDANCE

If students arrive after the first siren at 8.50am students go straight to the front office to collect a 'Late note'. The office will record on *Integris* mark of 'L' for that student and also document a reason for lateness.

The Late note is to be given to the class teacher by student.

2. RECORDING OF ATTENDANCE

Teachers are required to enter attendance details for both morning and afternoon attendance. Continuous attendance by a student of 2 hours is required both morning and afternoon. At East Victoria Park Primary that will be 10.00am – noon and 1.00pm until 3.00pm. Students who arrive late but still meet this requirement are not to be included as a half-day absence. Please make notes as to why the student has not fulfilled the 2 hour requirement.

3. MONITORING ATTENDANCE

- Parents are able to notify the school of their child's absence using the school website.
- Student Attendance Monitoring by Class Teacher. Parents are required to explain absences within 3 days. If parents have not given teachers an acceptable explanation teachers need to.
 - Be given verbal (you write this in the notes with date, time reason).
 - Phone parent (you write this in the notes with date, time reason).
 - Send absentee note (written request available on *Integris*).
 - Notify Deputy Principal of outcome.
- Deputy Principal to audit all student attendance each Monday for systematic, consistent and effective identification, and action for students with attendance issues.
- At the end of each semester a note will be sent home to those students with an attendance rate below 85%, informing the family that their child is at 'Educational Risk' due to their attendance rate. An offer of assistance will be made to the family.
- PEAC students are marked as "E" for educational.

4. REQUEST FOR VACATION

Families wishing to take leave during the term must put their request in writing to the Principal. Taking leave during the term is not encouraged by the Department of Education and therefore will only be approved in the case of cultural obligations. Requests to take in-term family holidays will not be approved and the absence will be recorded as Unauthorised Vacation as per direction from Director General, Sharyn O'Neill.

There is no obligation by the school to provide work packages to students who are taking in-term holidays.