ATTENDANCE POLICY

DET 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**
   - 8.50am-9.00am student goes straight to class and class teacher to mark ‘L’ on roll.
   - After 9.00am student to report to Deputy Principal.
   - Late note will be printed and reason will be indicated by Deputy Principal and entered on to class roll as ‘L’.
   - Late note to be given to class teacher by student.
   - Late note sent home to parent/guardian.

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**
   - Student Attendance Monitoring by Class Teacher. Parent needs to explain absence within 3 days. If they have not given you an acceptable explanation you 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 Friday for systematic, consistent and effective identification, and action for students with attendance issues.