



Mawarra Independent School

Attendance and Absence Policy

Purpose:	The purpose of this policy is to document obligations and procedures that must be followed to meet those obligations.	
Aims:	To maximise learning opportunities by keeping student absenteeism to a minimum. To put in place agreed processes for managing student absences within the school.	
Status:	Approved	Supersedes: 2022
Authorised by:	Principal	Date of Authorisation January 2023
Obligations:	<p>Mawarra Independent School has a responsibility to record student attendance and respond to instances of irregular attendance. It is important for Mawarra Independent School to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented. Mawarra Independent School, and by virtue of their employment, our teachers, are legally required to monitor and record attendance of students in their care on a daily basis, whether absent or present in class, on excursion or at a school-based activity. Legal guardians of children have a legal obligation, as set out in the Education (General Provisions) Act 2006, to ensure a child is enrolled at and attends school. Class rolls, whether electronic or paper based, can be required as evidence in court and assist in establishing that a school has met their common law duty of care to students. Attendance records are required as part of a school's Workplace Health and Safety requirements and can be a critical factor in identifying serious student protection concerns. In addition, student attendance records are used for student reporting, fee allocation and government reporting.</p>	
References:	<ul style="list-style-type: none"> • <i>Education (General Provisions) Act 2006</i> • <i>Mawarra Independent School Work Health and Safety Policy</i> 	
Review Date:	January 2023	Next Review Date: January 2025
Policy Owner:	School Management Committee	

IMPLEMENTATION

- All enrolled students are expected to attend all scheduled classes.
- The attendance roll is marked after the morning meeting and after the lunch break each day.
- Attendance records are entered into the roll daily, ensuring the correct absent codes are used to explain absences.
- Parents of absent students are required to phone, text or e-mail the school explaining the reasons for their child's absence.
- The Administration Officer must bring to the attention of the Principal any student whose attendance is irregular, who does not adequately explain absences, or whose absences appear unwarranted.
- Ongoing truancy issues will be reported to the government agencies by the Principal

PARENT RESPONSIBILITIES

- To encourage their child to attend school daily
- To ensure their child is at school prior to the start of class
- To notify the school before 9am if their child will be away and the reason for their absence
- To notify teachers if their child will be leaving school early on any given day and the reason for early exit

STUDENT RESPONSIBILITIES

- To attend all classes

TEACHER RESPONSIBILITIES

- To accurately mark class rolls twice a day at the stipulated times
- To ensure correct codes are entered for explained and unexplained late arrival and absenteeism.
- To follow up consistent lateness
- To show concern for students who are absent – ask them where they were and supply any work missed
- Ask the Administration Officer to make follow up phone calls to parents where appropriate

PRINCIPAL RESPONSIBILITIES

- To oversee and support teachers, students and parents in the implementation of attendance procedures and policies
- To educate students, parents and the community that attendance at school, whenever it is possible, is mandatory
- To follow up students who are at risk of lack of attendance or who are continuously late arrivals
- To support parents in whatever strategy and assistance they may require

ATTENDANCE PROCEDURES

Attendance Marking Rolls must be marked twice a day:

- AM rolls by 9:30am
- PM rolls after second break and by 1.30pm

Present Categories

Students who are:

- In Class will be marked Present – In Class
- Participating in activities (excursion, camps etc) will be marked accordingly by the teacher responsible for the activity.

Absent Categories

Students who are:

- Not in class and no notification has been received from a Parent, will be marked 'Absent/Unexplained'
- Not in class and notification has been received from a Parent advising the student is unwell, will be marked accordingly e.g. Absent- Illness, Other absence reasons Appointment, 'Personal/Family. (see key on class roll)

Unexplained Absences

An unexplained absence occurs when the student is not present at school and no notification of absence has been received by the school. The Administration Officer will follow up any unexplained absences by making contact with the student's parent.

Late Arrivals

A student is considered to have arrived late if they have not entered the class by 9:00am. All students arriving late must be accompanied by a Parent and signed in on student sign in/out sheet outside classroom

Early Departures

A student is considered to be leaving early any time before 2:30pm. All students leaving early must be signed out on student sign in/out sheet outside classrooms by a Legal Guardian.