Chatham Primary School

ATTENDANCE POLICY

1. PURPOSE:

1.1 To reinforce within the community that regular student attendance and punctuality at school significantly contributes to their child’s learning success whilst enabling them to reach their full potential.

1.2 To develop school and home partnerships to ensure students and their families are connected to the school.

1.3 To support all families in maximizing the attendance of their children.

1.4 To prevent student absence through the development of engaging, purposeful and safe learning environments.

1.5 To identify and monitor students at risk of poor school attendance.

1.6 To ensure that regular incidences of poor attendance are followed up by the school and support given to the students and their families.

2.0 GUIDELINES FOR ACTION:

2.1 The school will be proactive each year in communicating expectations of parents regarding student attendance and processes.

2.2 The school will ensure teachers are aware of their legal duty and expectations when recording and reporting on student attendance.

2.3 The school will implement processes to identify and monitor student attendance.

2.4 The school will make contact with families for any unexplained absences.

2.5 The school will be responsive to cases of regular incidences of poor absence.

2.6 The school will support families on a case to case basis to improve attendance.

2.7 Parents will be actively encouraged to contact their child’s class teacher, for advice, if a student is resistant to attending school.

2.8 In order to promote student attendance teaching staff will implement a curriculum which is engaging and meets the needs of all students.

2.9 The Principal will ensure all Department Guidelines are being met in regard to recording and reporting on attendance.

Status: Approved by School Council: 2011

Policy Review Date: 2013