



Rationale:

Continual and innovative school improvement has always been a focus at Winchelsea Primary School and the school regularly reviews its approaches to further drive improvements in student learning outcomes. Winchelsea Primary School encourages parents and children to see the need for a regular attendance at school.

In response to the DET initiative "It's Not OK To Be Away" regular school attendance is a prerequisite for improved participation and educational outcomes and is the responsibility of everyone in the school and wider community.

Aims:

To clearly define procedures and strategies that will assist the school to increase its student attendance rate.

Implementation:

- Student Engagement Policy guidelines to be adhered to promote attendance.
- Class or Specialist teacher to mark the attendance roll twice daily (9.00am and 2.00pm) – rolls are completed electronically on Xuno.
- Attendance data is uploaded to CASES 21 at the end of each month.
- The attendance roll summary data is regularly checked by the Principal.
- Office Manager maintains accurate class attendance rolls and follows up student absences to gain a reason for an absence.
- Daily SMS are sent to parents at 9.15am for unapproved absences. The parent/guardian has the option to reply to the SMS or contact by phone.
- Teachers alert the Principal if there are concerns about student absences.
- Parents have a responsibility to ensure that their children attend school regularly and are only absent if ill or it is absolutely necessary. Illness is reasonable grounds for absence – shopping excursions or birthdays are not.
- Teachers provide students with relevant work if there is a long term absence and the child is physically capable of doing so and discuss with the student what they have missed when there is a short term absence.
- The parents of students who have more than 15 days of absence per term will be contacted by the Principal with a view to developing and implementing strategies to minimise absences.
- Absence data is included on individual student reports in June and December.
- The importance of regular attendance is included in The Newsletter.
- "It's Not OK To Be Away" brochure is distributed to families at the start of each school year.
- Teachers communicate to students the importance of attending school each day.
- Teachers are encouraged to explain what is happening the next day so the children are enthused to attend.
- Teacher practice is purposeful and engaging and caters for a diverse range of student abilities and needs.

Evaluation:

This policy will be reviewed as part of the school's annual review cycle.