

Attendance Policy

RATIONALE

At Settlers Farm Campus, we understand and acknowledge the strong correlation of student attendance at school and student achievement of their academic and social potential. We are committed to maximising attendance and participation and minimising unexplained absences or lateness from school.

Action:

- Establish shared responsibility for attendance between students, families and the school
- Develop action plans to assist in the management of the Attendance Policy
- Case management through absence data analysis

Process: (see attached flow chart)

1. Rolls are marked by teachers by 9am daily
2. Student who arrive after 8:50am are recorded as late
3. Any student who arrives after 9am will be signed in through the front office and take slip to teacher
4. Text message will be sent to families of absent students at 9:30am
5. If a student leaves school before 3:05pm, families must inform front office and staff will sign student out, slip is given to teacher to store in roll book (before 2pm marked as early departure)

Teacher follow up and documentation:

1. Contact families for unexplained lateness and absence and record details in notes on Rollmarker
2. Contact families on third consecutive day of absence and when lateness or absence is unexplained
3. Refer cases to Leadership member responsible for managing attendance when contact is unsuccessful
4. Store all late and early departure slips in roll book
5. Sign roll book at the end of each term to verify accuracy

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Management:

Families are legally responsible for ensuring school attendance of children between the ages of 6 and 17 or from the age that they enrol. Families are responsible for:

- Children being at school from 8:45am to 3:05pm
- Notifying and explaining all absences, lateness and early departures by note, phone call, message via MGM app or in person
- Signing students in and out via the front office
- Applying for exemptions for extended absence using Department for Education proformas

Students are responsible for aspects of their own attendance. Students are responsible for:

- Reporting to the front office when arriving late or leaving early
- Ensuring that notes to and from school regarding attendance and lateness are delivered
- Sign in at the office if arriving after 9am

Staff are responsible for the day to day management of attendance. Staff are responsible for:

- Recording absences and lateness daily on RollMarker by 9am
- Managing data by adjusting codes as necessary, recording absence and lateness and documenting reasons for lateness and absence
- Establishing expectations and routines which encourage punctuality
- Contacting families on the third consecutive day when a child is absent and when lateness or absence is unexplained
- Referring cases where family contact unsuccessful to Leadership member responsible for managing attendance
- Investigating matters of high absence and lateness

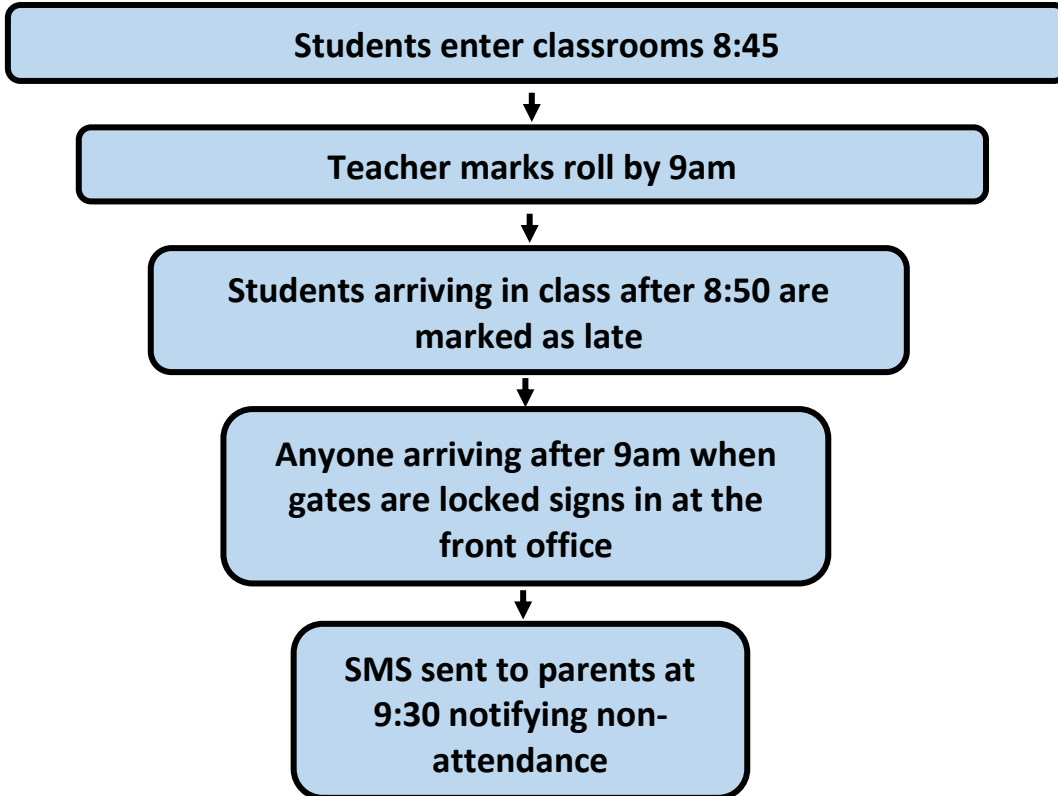
School leaders are responsible for management of attendance and intervention as appropriate. Leaders are responsible for:

- Case managing referred students with repeated unexplained absence or lateness
- Communicating with families about children with significant or unresolved absence or lateness
- Implementing strategies such as meeting with families and conducting home visits
- Developing Attendance Action Plans and supporting strategies
- Investigating and referring unresolved attendance issues to DfE Truancy Officers.
- Approving applications for temporary exemption from school attendance for up to 12 months
- Reporting to the community regarding trends for lateness and absence

Ratified by Governing Council 4/08/2020



Daily Attendance Procedures



Addressing Absenteeism Procedures

