

SCHOOL ATTENDANCE POLICY



Rosary is a Christ-centred family striving for educational excellence in the Dominican spirit of truth, justice and celebration.

Related Items

ACT Education ACT 2004

Purpose

This policy serves to help Rosary Primary School meet its obligations under the Education Act 2004. Under the Act:

- Parents of a child who lives in the ACT, is of compulsory school age (6 – 15 years), and who is enrolled at a school must ensure that the child attends on every day and for the times on every day when the school is open.
- The Principal of a non-government school must set up procedures to encourage students to attend school regularly and to help parents to encourage their children to attend school regularly.
- The Principal must refer parents and children to support services that encourage children to attend regularly if they are unsuccessful in achieving regular attendance. If a child has not been attending regularly the Principal may by written notice require the student's parents and the student to meet with an authorised person (non-government).

Policy

Students are expected to attend school on all days that the school is open, including community events (carnivals). Students are expected to be on time to school.

The hours of attendance at Rosary Primary School are 9:00am to 3:10pm. Supervision is provided from 8:30am to 3:30pm each day.

If students are not able to attend school for the published hours an explanation for the absence is required from the parents. Such notification is to be in writing and may be given in advance of the absence if the absence is planned or upon the student's return to school following an unexpected absence.

The class teacher will accurately record the attendance or non-attendance of a student in the Class Roll and follow up with parents using the school proforma (available on the Rosary Server) to obtain written verification of the reason for absence if a parent has not provided the information in a reasonable timeframe.

The class teacher will monitor the non-attendance of a student in their class and implement the procedures for follow up of a student whose attendance is extended or irregular and without reasonable explanation.

Procedures

All strategies should be documented and notes about their success or otherwise recorded and placed on file.

When a student has been absent for **2 or more days** without contact having been made with the school, the class teacher will phone the parents to ascertain the reason for the absence and offer pastoral care as appropriate to the circumstances.

Where the reason for absence is not satisfactory or the student is reluctant to return to school the class teacher will attempt to encourage a return to school.

Where the approach by the class teacher is unsuccessful or a pattern of irregular attendance develops, the matter should be referred to the Principal who will make contact with the family and arrange for an interview with the parents and child in order to encourage attendance.

Additionally, the school may seek the assistance of the school counsellor or Parish Priest to assist the child/parents with a return to school. Other strategies as appropriate to the circumstances and within the resources of the school should be explored. **These may include a buddy system, reward system, assistance with transport, visit to the home etc.**

Where the approach/es by the Assistant Principal is/are unsuccessful, the matter should be referred to the Principal who should make contact with the family and arrange for an interview with the parents and child in order to encourage attendance. The Principal should ensure the parents are aware of their obligations under the Act and make contact with external agencies that may be able to assist. Depending upon the circumstances these agencies could include:

Name of Agency	Contact phone number
St Vincent de Paul	6248 5925
Marymead	6162 5800
Banardoes	6228 9500
Youth in the City (Anglicare)	6232 2444

In the event that all possible avenues available to the school to encourage attendance have been exhausted without success, the Principal will make contact with the Catholic Education Office School Review and Development Officer for advice about arranging a meeting with an authorised non-government person.

Approved by: Rosary Primary School Executive

Policy last updated: 2013

Policy review date: 2017

School Contact Officer: Principal

