



Freemans Reach Public School

Student Attendance - School Procedures

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<i>Related Policies</i>	<i>School Attendance, Student WellBeing, Work Health and Safety</i>
<i>Evidence of Implementation Sources</i>	<i>Attendance reports,</i>

Rationale

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnerships with parents are responsible for promoting the regular attendance **of** students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences. Schools, in providing a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students' sense of wellbeing and belonging to the school community.

Procedures

All class teachers are to mark their class roles first thing each morning using EBS4.

All class teachers are to receive absence explanations from parents and carers and note these in EBS4 using the current coding system as noted in the School Attendance Procedures document.

Late Arrivals and Early Leavers are recorded at the school office in EBS4.

All class teachers are to follow up unexplained absences with the letters saved in **Teacher:Organisation:Attendance** and complete the attendance report from the office.

Principal or delegate are to print the Evacuation Report in the event of an emergency evacuation from EBS4 Central

The Principal will make regular reference to attendance in the school newsletter and information handbook.

The school will undergo regular roll checks with the HSLO and follow recommendations.