

# 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 for student absence.
- 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.

For further information refer to the Department's webpage on Student Attendance/ Every Day Counts.

<http://www.education.vic.gov.au/school/parents/behaviour/Pages/attendance.aspx>

[www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx](http://www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx)