



KINGSTON COMMUNITY SCHOOL

SCHOOL ATTENDANCE POLICY

At Kingston Community School we believe:

- That future student success is determined by good attendance at school
- Parent attitude to regular and on time attendance is paramount in avoiding future truancy
- Successful students are well organized and start the day on time

GENERAL

A child who is at least six years old but not yet sixteen is of compulsory school age irrespective of distance from the school, is required to be enrolled at a registered government or non-government school and must attend the school on every day instruction is provided at the school for the child, unless the Minister has granted an exemption from school attendance.

*The primary responsibility for meeting this legal requirement rests with the parent/guardian. The responsibility for enforcing school attendance is with the Department for Education (DfE). **The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.***

RESPONSIBILITIES:

Parent's responsibilities

Parents/caregivers are responsible for getting their children to and from school

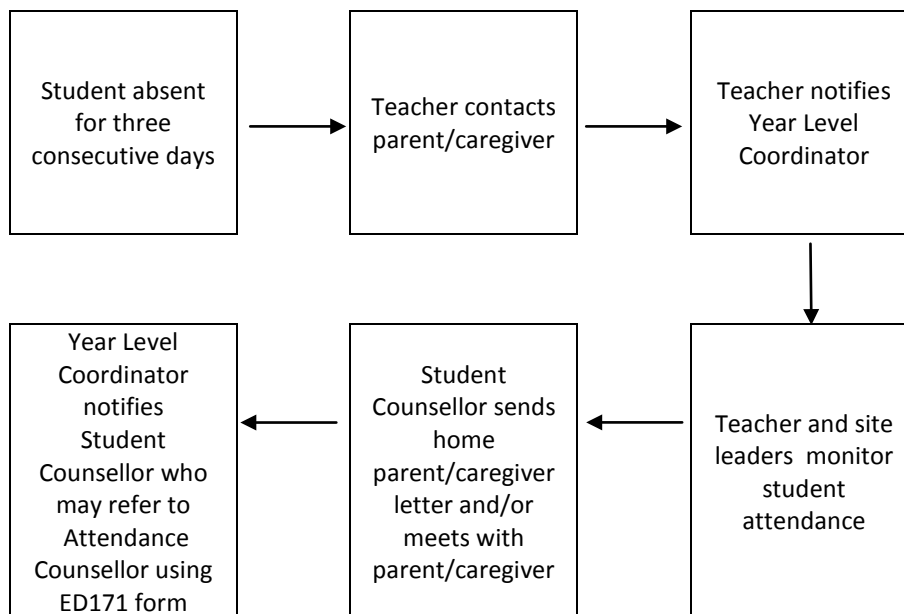
- Children must arrive at school between 8:30 and 8:40 a.m.
- Children must attend school on every day when instruction is being offered unless the school receives a valid reason for being absent (eg illness).
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises of a letter or telephone call from a parent/caregiver or a medical certificate. After three consecutive days absent a written explanation is required.
- When a student is late for school, it is appropriate that the parent/caregiver explains the reason for the lateness.
- If a student is to leave early, it is appropriate that the parent/caregiver explains the reasons for the early departure.
- Parents/caregivers must apply in advance for a temporary exemption if an extended absence is likely.
- Parents/caregivers must let the school know if the school needs to arrange work at home for students.

Teacher's responsibilities

- Monitor each child's attendance
- Record absence and reason for absence on palm unit or hard copy roll each day – this need to be checked each week to ensure correct information.
- Incidental Absences only records students signing in late or departing early therefore staff need to check the IA tear off slip
- Contact home on third day of consecutive absences. Record: date, who contacted reason for absence, any strategies/interventions for recording in EDSAS.
- Distribute unexplained absence form upon receipt from front office and ensure it is returned in a timely fashion
- After contacting parent/caregiver alert the leadership team of attendance issues.
- Co-ordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.
- Sign off on roll at end of term (if no corrections are needed)

Leadership team's responsibilities

- Ensure that the EDSAS roll is accurately completed
- School Counsellor will complete letters regarding concerning unsatisfactory student attendance
- Student Counsellor document interventions, strategies, home visits, phone calls for inclusion in the student's file.
- Student Counsellor will refer to an Attendance Counsellor if attendance issues are not resolved.



Principal's responsibilities

- Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one calendar month. Parents/caregivers should apply in writing and principals should also advise approvals and non-approvals on school letterhead. Copies of such advice letters are to be retained in school files. Applications are to be kept with term rolls and be made available to appropriate department officers as required.
- All applications exceeding one calendar month, 3rd and following applications for temporary exemptions and for permanent exemptions require an ED 175 form which needs to be forwarded to the Central Delegate, Exemptions Processing, School and Regional Operations.
- Communicate attendance improvement and requirements to parents and community.
- Monitor attendance data for the site.

Student responsibilities

- Students are required to attend each day that instruction is provided at the school
- Students are required to attend all scheduled lessons
- Students arriving late are required to sign in at the front office, obtain the tear off slip and present the tear off slip to their home-group teacher.
- Students departing early are required to sign out at the front office, obtain the tear off slip and present the tear off slip to their home-group teacher the following day.
- To ensure absences are explained to home group teacher.
- To ensure all notes and correspondence re absence are taken home, signed and returned to the home group teacher.