STUDENT ATTENDANCE POLICY

Purpose
To monitor attendance and punctuality of students and staff to fulfill the school’s ‘Duty of Care’ to students and the effective delivery of curriculum.
To monitor the attendance of visitors, volunteers and work contractors to fulfill the schools responsibility in ‘Emergency Management’.

Guidelines
The school has a responsibility for Duty of Care of its students, staff, parents, volunteers and work contractors in attendance.
The school has a responsibility to monitor attendance as part of its Emergency Management Plan and procedures.
The school has a responsibility to monitor its punctuality and attendance of students as part of effective curriculum delivery.

Implementation
Attendance Rolls are to be marked at the beginning of the AM learning session (8:45) and the PM learning session (1:45). Students not present when rolls are recorded will be marked as absent.
Students arriving at school after 8:45 are expected to enter the school via the office and register for a late pass- (Late book register to be established). After lateness has been registered at the office a ‘Late Pass’ will be issued for a child to gain entry to the classroom.
Parents will be expected to provide a written excuse for late arrival at school - Proformas to be developed and sent home.
The school’s Management Team will monitor lateness and repeated absence and contact families where required to discuss the learning implications for children involved.
No child will be permitted to leave the school premises before dismissal time (normally 3:15) unless accompanied by an adult who is authorized to collect the child and who has registered at the office (A card will be designed for the adult to hand to the class teacher when the child is collected.)
Parent helpers, volunteers, visitors and work contractors will register at the office before remaining on school premises.
STUDENT ATTENDANCE AND EARLY DEPARTURE PROTOCOLS

Dear Parents

School Council and the teaching staff have been concerned with the high level of absences and lateness for some time. Latrobe Valley schools have the highest student absence rate of all schools in Victoria. The rate for our school is well above the state average.

School Council has responded by adopting a policy and a set of guidelines to improve the level of attendance and children arriving at class on time. The school also has a responsibility for the safety and management of children and adults on the school premises if an emergency or critical incident occurs.

These guidelines will assist the school to meet its responsibilities for student learning and for safety and we expect parents to assist by getting children to school on time and at school everyday.

LATENESS

From next Monday if your child is late to class (after rolls are marked at 8:45 or 1:45 for the afternoon session) they will not gain access to the classroom until they collect a late pass from the office.

Parents will be asked to provide a reason for the lateness. Included with this newsletter is a sheet or forms to help you do this. Blank forms will be available at the office if you run out.

If you know you are going to be late it will be easier if you come straight into the office to register the lateness and for your child to collect a late pass rather than go to the classroom first and then be sent to the office.

PICKING CHILDREN UP BEFORE SCHOOL ENDS

Please call in at the office first to register. Office staff will give you a card to give to your child’s teacher instructing them to release the child into your care.

The school will not release children to go early with adults other than the parent unless the parent has informed the school who is picking up the child. A sheet of forms is included to help you with this.