



Statement of Practice - Attendance

Rationale

St John the Apostle Primary School firmly believes that regular attendance at school increases the opportunity for children to participate in the life of the community and to optimise students' learning.

Summary

These procedures outline how St John the Apostle meets its responsibilities for **student attendance** as required by the ACT Education Act (2004) .

The procedures have been developed to assist staff in understanding and meeting their essential obligations in student attendance. It operates in line with the existing CECG Attendance Policy also referencing the:

[Attendance Policy](#)

[Enrolment Policy](#)

[Mandatory and Voluntary Reporting Policy](#)

[Behavioural Support Suspension and Expulsion Policy](#)

Approach to Attendance

The overarching responsibility for attendance at St John the Apostle Primary School is led by the Principal, Mrs Jo Reed. This responsibility is supported by teaching and administration staff to whom the Principal has delegated specific actions.

Our school identifies attendance of students at school as an area of priority in addition to our existing obligations. The following procedures ensure that all staff at St John the Apostle Primary School understand their role, responsibilities and obligations for recording, monitoring and following up absences.

The following table outlines our agreed procedures:

Attendance Procedure	Responsible person	Specific action/s and details
Recording attendance		
Marking the attendance register	Classroom teacher	Marked by 9:10 am
Marking the attendance register when a relief teacher is taking a class	Relief teacher	Marked by 9:10 am
Marking the attendance register when a class is split due to a teacher absence	Grade colleague or Executive Staff	marked by 9:10 am Executive staff to take students to the classroom, mark class roll and arrange the students into the allocated split class.
Marking the attendance register for an event (carnival or excursion)	Teacher in charge of class/s for event	Teacher/Staff member will have a hard copy of the student attendance list. Teacher will have access to Compass to mark students in/out of the event.

		In case of remote access failure, the teacher will call the school front office with students in attendance arrival/departure.
Applying an exemption code for student/s representing school at a sanctioned event (e.g. sporting, cultural, representative)	Teacher in charge of class/s for event	Marked by teacher in charge of event at the time of student arrival to event
Applying the absence code for student/s suspended from school	Principal	Marked by 9:10 am
Following up on unmarked attendance registers/rolls	Principal	The Principal emails the class teacher and CC's office staff in email for follow-up
Arriving late and early departures		
Students arriving after the start of school day (after 8:50 am)	Front office staff	<p>Students are to be signed in from the front desk by parents/carers through the kiosk.</p> <p>The student takes a late pass to the classroom teacher which informs them that the student has been signed in late.</p> <p>If a student arrives late without a pass, they are sent to the front office to be signed in (reception to check why student was not signed in at reception)</p>
Students departing prior to the end of day must be signed out by a parent/carers	Front office staff	Students are to be signed out by parents at the front office, the office staff will call the class room or make a PA announcement for students to come to the office with their school bag.
Absence		
If a student has three days of unexplained absence in a row , on the third day the school contacts the student's nominated parent(s)/carer(s) to notify them of the absence to seek an explanation.	Classroom teacher in the first instance followed up by Principal	<p>The class teacher sends an email/call to the parent on the third day of an unexplained absence. This correspondence is recorded in Compass.</p> <p>Office staff review/approve absence submissions from parents through Compass daily.</p>
Parents/carers must provide an explanation for any absence, ideally on or before the day of absence, and no more than five school days after the absence occurs.	Office staff	Every week, office staff send a bulk email through Compass to parents who have not provided an explanation of absences.
School must be notified of any planned absences of up to 25 school days in a school year	Parent/Carer Principal	<p>Parent/carers submit written explanations through Compass.</p> <p>If this has not been completed, the Principal will follow up with the family.</p>

<p>Planned absences of more than 25 days in a 12-month period, other than sick leave, must be approved.</p>	<p>Parent/Carer</p> <p>Principal</p>	<p>Principal will provide CE Application for Extended Leave forms to parents/carers when notified of planned absences (travel, family reasons).</p> <p>The principal will consider and approve/not approve absences up to 50 days. All other applications are forwarded to CE for consideration.</p>
<p>Applying the absence code for student/s absent from school due to approved extended leave / exemption (as parents cannot enter absence for more than ten days)</p>	<p>Principal</p> <p>Office Admin</p>	<p>The principal will pass on all relevant information in relation to the extended leave/exemption to office staff to apply absence code in Compass.</p>
Education and reminders for parents/carers		
<p>School will promote the times of the school day and expectation for full attendance</p>	<p>Principal</p>	<p>Features in the newsletter termly to remind parents/carers of school hours and to provide explanation for absence from school.</p> <p>Information in the school handbook provided to all new families and on the website.</p>
<p>Attendance requirements communicated to students and families each term/semester, including any requirements for absences to be approved, and ensure students are encouraged to attend school regularly.</p>	<p>Principal</p>	<p>The principal includes information in the school newsletter at the commencement of each term to inform families of attendance expectations.</p> <p>Information included in Social Media (Facebook) termly.</p>
Students at risk		
<p>The school conducts regular attendance register checks to identify students at risk due to poor and/or inconsistent attendance</p>	<p>Class teacher in the first instance, followed up by Principal</p>	<p>Checked at the end of every two weeks</p>
<p>Principals must ensure unsatisfactory attendance, including part-day absences, are followed up and that issues of concern or students at risk are addressed appropriately</p>	<p>Class teacher in the first instance followed up by the Principal</p>	<p>Checked at the end of every week and reported accordingly</p>
<p>Making a mandatory report due to significant attendance concerns</p>	<p>Class teacher and/or Principal</p>	<p>Class teacher and/or Principal to complete Mandatory reports and follow CE policies/processes</p>
<p>Referral to CE Senior Officer School and Family Services for Attendance matters of concern</p>	<p>Principal</p>	<p>Principal to inform Senior Officer School and Family Services</p>