

Attendance Policy

Purpose:

To state student attendance requirements at the school and the monitoring processes which enable the school to meet its regulatory requirements.

Scope:

To provide information to parents and mentors about the management of student attendance.

Implemented by:

School Principal & Key Mentors

Approved by:

KVS Board

Reviewed by:

Every three years or as legislative changes arise or improvements are identified.

**Communicated
via:**

School website, Staff Induction, Meetings and Handbook, Parent Handbook, Policies and Procedures Manual

Children enrolled at Koonwarra Village School are expected to attend school each day on which their school program is in operation. Monitoring of school attendance enables compliance with government requirements and reporting as well as the early identification of children at academic risk from non-attendance.

Parents/guardians are responsible for:

- ensuring their child(ren) attends school at all times when the school is open.
- providing an explanation on each occasion that the child is absent during normal school hours to the school as soon as is practical by phone, text or email.

Key Mentors are responsible for:

- checking the students' attendance in the morning and afternoon and marking the roll in the Electronic Student Record system with the correct codes for explained and unexplained late arrivals/early departures and absenteeism. Absence codes are defined in the Electronic Student Record system attendance instructions.

- sending a text message to the parent/guardian if the child is absent and no contact has been made by the parent/guardian
- monitoring the attendance levels of students and if attendance is irregular or there are unexplained absences, sending an email to the parent/guardian to notify them of same.
- arranging a meeting with the parents if the attendance level is of an ongoing concern or there is consistent lateness.
- documenting outcomes of discussions regarding children with excessive absences or lateness on the Electronic Student Record system.
- request School Principal to convene a second meeting if the strategies have not resolved the attendance issue.

Related Resources

- Parent Handbook
- Concerns and Complaints Policy
- Electronic Student Record System Attendance Instructions