



ATTENDANCE POLICY

CAPS Kurrawang

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| Date effective | |
| Contact person | Principal |
| Date for review | Every year or as required by legislative changes |

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2. POLICY STATEMENT

The School Education Act 1999 requires all parents to ensure that their children of compulsory school age attend school on each day that the school is open for instruction, unless there is a good reason for the student to be absent.

The principal is responsible for the accurate and rigorous monitoring of the attendance of all students. This includes the implementation of appropriate strategies to maintain a minimum attendance of 90%, and to encourage attendance above 90%.

3. RATIONALE

CAPS Kurrawang aims to maintain a positive culture of high attendance and enthusiasm for learning. Attendance at school is the single most important determinant for learning. Research has shown that school attendance is directly related to student achievement; and that absenteeism hinders even the brightest of students in reaching their full potential socially, emotionally, academically and spiritually.

At CAPS Kurrawang School we believe attendance at school is the responsibility of everyone in the community. CAPS Kurrawang values the role of parents and carers and believes a close and collaborative relationship with families is the best strategy for encouraging student attendance. CAPS Kurrawang aims to maintain a positive culture of high attendance and enthusiasm for learning.

4. WHO IT APPLIES TO

The CAPS Kurrawang attendance policy applies to all students, the parents and carers who enroll their child into CAPS Kurrawang, and to CAPS Kurrawang Staff.

5. RESPONSABILITIES

SCHOOL:

CAPS Kurrawang is responsible for

- Informing parents/carers of their legal obligations about enrolment and attendance
- Implementing strategies to manage student enrolment, absences and chronic absenteeism, school refusal and truancy.
- Monitoring student attendance and absences and identify when a student is absent for 3 or more consecutive days, or where there is a pattern of persistent unexplained absences, or where a student's attendance rate is considered unsatisfactory
- Taking reasonable steps to follow up unexplained absences as soon as possible
- Follow appropriate processes for enforcing parental obligation in regards to:
 - Enrolment
 - Attendance
 - Compulsory participation
- Working closely with families and support agencies when families are suffering hardships or are in crisis to ensure that students are at school in an environment that has order and routine
- Provide attendance information and feedback to parents and carers in school reports
- Rewarding and recognising excellent attendance through a variety of strategies

STUDENTS:

Students enrolled at CAPS Kurrawang are responsible for:

- Attending school every day, and on time
- Reminding parents and carers to contact the school when the student is absent
- Doing their best to adhere to any negotiated attendance plan
- For recognizing that every day at school counts

PARENTS AND CARERS

Parents and Carers of students attending CAPS Kurrawang are responsible for:

- Taking all reasonable steps to ensure children attend school each day

- Providing an explanation for student absence within three school days from the day that the absence started.
- Advising the school if there are any significant family or community factors that may adversely affect a student's ability to attend school
- Attending meetings and working in partnership with the school personnel to address issues of poor attendance

EXCESSIVE OR PROLONGED ABSENCE FROM SCHOOL:

Excessive absences will not be accepted. Where excessive absence is deemed to have a detrimental effect on a student's progress, the school may require students to complete additional work until they have achieved a reasonable standard of achievement.

If a student is absent for **the first five days of a school term** and no contact has been made between family and school to explain the reason, that child can lose their place and be considered no longer enrolled as a student of CAPS Kurrawang.

If a student is absent for **five consecutive days during the school term** and no contact has been made between family and school to explain the reason, an automatic Attendance Plan will come into effect for the following ten days of school. Failure to meet the requirements of the Attendance Plan may result in the student losing their place and they will be considered no longer enrolled as a student of CAPS Kurrawang.

If a student is absent **for fifteen consecutive school days during the school term** and the family has not contacted the school, or the school has not received notice of transfer to another school; that child will no longer be considered enrolled as a student of CAPS Kurrawang and may be placed on the Students Whose Whereabouts Unknown register.

Please Note: if a student attendance falls below 85% that student is at risk of being removed from the CAPS Kurrawang enrolment.

6. POLICY OUTCOMES

Through the implementation and regular review of this policy, the following outcomes are expected:

- The school administration will regularly and systematically monitor student attendance for the purpose of ensuring student receive every opportunity to participate in their education.
- Improvement in students' overall attendance and participation.
- Improvement in learning outcomes of those students for whom attendance improves.
- Increased understanding of the importance of regular attendance by students and families.
- Monitoring and review processes allow on-going improvements in policy and procedures.
- Community awareness of the value of regular school attendance will be heightened.