



EASTBOURNE PRIMARY SCHOOL Attendance Policy

Rationale

Eastbourne school endorses the principle of 'IT'S NOT OK TO BE AWAY/EVERY DAY COUNTS. Regular attendance at school is a parent/guardian and student responsibility. Students are expected to be organized and ready to start the school day at 9:00am. Attendance refers to being at school for the full day from 9:00am to the designated end time for the school day. It is the responsibility of the parents/guardians to monitor student attendance. The school is legally required to keep an official roll. It is clear that there is a direct connection between attendance and achievement. An absence of 10 days per year equates to missing over one year of school between prep and year 10. The goal is for all students to miss 5 or less days a year. School sponsored activities such as field trips and camps are not considered as absent.

Your child should be at school unless:

- Your child is too sick to leave the house. Generally, if a child is not sick enough to need to see a doctor, then the child should be at school.
- Your child has an infectious disease like measles, mumps or chicken pox
- Your child has an injury preventing movement around school.
- Your child is going on a family holiday that **cannot** be arranged during school holidays (outside of school holidays should be avoided) - this should be arranged with the principal in advance.
- Absence on compassionate grounds eg death in the family.
- The principal is given any genuine and acceptable reason preventing your child's attendance.
- A Medical or dental appointment which could not be made out of school hours. Where possible students are expected to attend school before/after the appointment.

Please contact the school as early as possible to notify us of your child's absence and the reason.

Monitoring Procedures

Students who are late to school or leave school early will record their lateness/early leaving on the electronic ipad located in the office. A Late Pass/Early Leavers Pass is issued and is to be given to the class teacher.

It is the parent/guardian's responsibility to notify the school of all student absences.

- Every unexplained absence will be followed up on the day of the absence by electronic means.
- After 3 late arrivals to school, contact will be made to home to discuss reasons.
- Each month the parents/carer of any students with unexplained absences will receive a letter requesting a reason for the absence.
- Attendance record included in student report as number of days absent.
- School to follow Staged Response Process to absences including developing Attendance Improvement Plans and meetings for families of students at risk.

Attendance Education is based on Eastbourne's Essential 5 Principles

1. **Attendance = Success. Make friends – learn more!!**
2. **Every Day Matters – Aim for 100% attendance**
3. **Learning Starts at 9am – Be on time**
4. **Every Absence needs a Reason – Please let us know!**
5. **We'd love to see you Every day – Let's learn together**

I, _____ have read the above school attendance policy and commit to ensuring my child's/children's (insert name/s) _____ will be at school and on time to maximise my child's/children's best learning outcomes.

Signed: _____

Date: _____

Date: _____

This policy was last ratified by School Council in September 2018