

# ATTENDANCE POLICY

**POLICY UPDATED** May 2023

Cummins area School and Preschool promotes the importance of regular attendance at school and preschool to ensure the best possible learning outcomes for all of our children.

## **School Attendance and the Law**

Attendance at school is compulsory. The Education and Children's Services Act 2019 states that all children must attend school from 6 until they turn 17. This could be in a school or an approved learning program. Parents or legal guardians (carers) can be prosecuted if they do not make sure their child goes to school. This can mean being fined or getting a criminal conviction.

## **Attendance Expectations**

School begins at 8.45am each day and finishes at 3.20pm. All students who arrive late or leave outside of these times must provide an explanation from a parent or caregiver when signing in and out at the Front Office.

## **Attendance responsibilities**

Everyone has a role to make sure students attend school all day, every day.

### **Students**

- Attend school every day the school is open unless they are ill or have an approved exemption.
- Arrive at school and to all lessons and activities on time.
- Participate positively in all learning activities.

*Note: a student's age and circumstances affect the level of responsibility.*

### **Parents and Carers**

- Make sure their child attends school every day the school is open unless they are ill or have an approved exemption.
- Be responsible for their child's travel to and from school.
- Make sure their child arrives at school on time, between 8.30am and 8.45am.
- Provide their child's school with up-to-date contact details.
- Provide a medical certificate or written note (including email) when their child is absent for 3 or more days.
- Make appointments (e.g. doctor or other specialists) outside of school hours where possible.
- Monitor their child's attendance and classwork via Xuno to assist students meet deadlines and catch up as necessary.

### **Leadership, Teaching Staff & SSO**

- Make sure all parents and carers are aware of attendance expectations, policies and procedures.
- Accurately record each absence, late arrival, or early departure with the appropriate code.
- Contact parents or carers if there is no explanation for an absence, or a pattern of absences.

- Document contact with parents and carers about absences, including attempts to contact.
- Request a medical certificate from parents or carers if needed.
- Consult with the local Student Support Services for example, Social Work / Truancy.
- Make notifications about chronic non-attendance (via the Child Abuse Report Line – CARL) guided by Responding to Abuse and Neglect – Education and Care (RAN) training and the Mandatory Reporting Guide