



PARK ORCHARDS PRIMARY SCHOOL

Attendance

PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Park Orchards Primary School (P.O.P.S) has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences.

SCOPE

This policy applies to all students at Park Orchards Primary School.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of P.O.P.S, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

DEFINITION

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend P.O.P.S during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in P.O.P.S, or
- the student is registered for homeschooling and has only a partial enrolment in P.O.P.S for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

P.O.P.S believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance.

P.O.P.S parents are committed to ensuring their child/children attend school on time every day when instruction is offered, communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at P.O.P.S. about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Supporting and promoting attendance

P.O.P.S' Student Wellbeing and Engagement Policy supports student attendance.

Recording attendance

P.O.P.S. must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge P.O.P.S'. duty of care for all students

Attendance will be recorded by the class teacher at the start of each school day and after lunch on Compass.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify P.O.P.S of absences by either:

- logging into their Compass portal and entering a reason for the absence
- contacting the office on 9876 1249
- informing the classroom teacher (if it is a planned absence)

Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, P.O.P.S. will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from our Mental Health and Wellbeing Leader

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required,

Referral to School Attendance Officer

If P.O.P.S. decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer for further action.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website and on Compass
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

MORE INFORMATION AND RESOURCES

- The Department’s Policy and Advisory Library (PAL): [Attendance](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 30, 2024
Consultation	Policy was reviewed and consulted on August 30, 2024 by the school council
Approved by	Principal
Next scheduled review date	August 2027