

# WAIKERIE PRIMARY SCHOOL

## Attendance Procedure

The teacher is to record student absences in the Academy system each morning. Any student who arrives after the bell must report to the Office to sign in. If a student arrives after 9:00am they are recorded as late. All students leaving school during the day must be signed out at the Office by their parent/carerer.

Teachers record all attendances / absences according to the DfE requirements:

- Each absence must be recorded with a code on the Academy system
- A text message will be sent to parents via the Academy system for all unexplained absences by 10am each day.
- All telephone messages are entered into Academy. Text messages received from parents are copied into academy.
- Teachers need to follow up absences to ensure the final code recorded is accurate. All reasons for absences are provided by parents/carers. The explanation must be given within three days.
- Student Wellbeing Leader to inform teachers of unexplained absences with a red slip; teacher will attempt 2 modes of contact with parent/carer to seek a reason for unexplained absence
- Written explanations are acceptable, and a copy must be retained by the school. The teacher endorses the note with their signature and the date on which it was received.
- Written notes and medical certificates are kept with absent sheets and filed at the end of each term along with the signed attendance sheet.
- All documentation is to be kept with attendance sheets and retained by the school.
- At the end of each term the teacher signs the attendance print out to validate students enrolled, left, transferred and absences
- Schools (SSOs, teachers and leadership) must document all information relating to non-attendance and follow-up, such as telephone calls and contact with parent/carers
- Parents/carers must apply for an exemption whenever their child is removed from school (eg holiday or an ongoing medical condition). Students requiring exemptions for up to one month must be endorsed by the principal. Exemptions over one month are forwarded to the DfE Central Delegate on the recommendation of the Principal. Copies of such correspondence must be retained in school files.

*To assist schools to identify students at high risk the Department for Education has established the following two parameters:*

*Habitual Non-Attendance: where a student has 5 or more absences per term (average 1 day per fortnight)*

*Chronic Non-Attendance: where a student is absent for 10 or more days per term (average 1 day per week)*

Teachers are to monitor student attendance, follow up non-attendance and refer concerns to Student Wellbeing Leader

*Unsatisfactory attendance, failure by a student to regularly attend school, is to be reported through the Request for Student Support Services via EDSAS, by the Student Wellbeing Leader to the Attendance and Engagement Social Worker.*