



Bambara Primary School

Attendance Policy 2013

Rationale

Bambara's attendance policy falls under the auspices of our holistic Pastoral Care Program. The school works closely and in collaboration with the home in ensuring that Bambara is in the best position to identify and intervene in attendance issues in a timely and effective manner.

The Policy is embedded in our School Ethos – to endeavour to ensure that each student at Bambara is engaged in meaningful, challenging and intrinsically rewarding learning experiences in a supportive, non-threatening and lively Learning Environment. We believe that in creating such a learning atmosphere, that our attendance rates will increase. However, when attendance does become an issue, we follow the procedures as set out below, based on the DoE Policies and procedures.

Procedures

Teachers use Integris to ensure that accurate attendance records are kept for each student enrolled at Bambara. Attendance is recorded at both morning and afternoon sessions for all students.

A continuous attendance by a student of not less than two full hours' instruction is recorded as a half day's attendance. Students who meet this requirement are not included as a half day absence.

While on any school endorsed activity [excursions etc] students are not to be recorded as absent.

Suspended students absences are automatically recorded once all of the paperwork is completed on Integris.

Attendance Records are kept on Integris, where they can be printed if required.

Absentee notes are kept on site for two years.

Unsatisfactory attendance reports on students are retained in a student's records for 25 years from date of birth.



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Monitoring

Bambara has developed and implemented a successful attendance monitoring and action system that ensures systemic, consistent and effective identification for all students with attendance issues.

When a student has been absent from school and an acceptable explanation has not been forthcoming, the school is to send a written request for an explanation to the student's family.

All details are recorded when a parent/caregiver provides the school with a verbal reason that we believe is an acceptable reason for an absence.

If a student's attendance rate falls below 90% over a ten week period, Bambara Admin staff will conduct an investigation to establish the reasons why the student is not attending school. The issue will be proactively addressed.

Bambara uses a Case Management approach in addressing attendance issues. All stakeholders are included in this process.

Prior to making a Formal Referral to the School Attendance Officer, informal contact will be made so as to ascertain whether advice or alternative interventions strategies can be implemented.

Records are kept of all contact, or attempt to make contact, with the student's family along with the intervention strategies that have been implemented to restore a student's attendance. This documentation to be made available to the School Attendance Officer and /or the School Attendance Panel if required.

The School will record strategies and Improvement Targets annually as required by the DoE.