**Attendance policy**

**Rationale.**
Schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption from attendance or enrolment has been granted.

Daily school attendance is important for all children and young people to succeed in education and to ensure they don’t fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

School participation is important as it 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 which set them up for further learning and participation in their community.

**Implementation**

Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless:

- there is an approved exemption from school attendance for the student, or
- the student is registered for home schooling and has only a partial enrolment in a school for particular activities.

A student is considered to be in attendance at school when involved in an offsite curriculum program or other activity organised by the school (for example an excursion or camp), or where the student is engaged in a re-engagement program or another school part time to make up full time attendance and the schools or settings have agreed the time fractions, allocation of Student Resource Package (or other funding) and the educational plan for the student.

Attendance at Pembroke will be monitored daily with the roles being marked by teachers twice a day.

Data will then be entered on CASES 21.

Where children are late, the adult bringing them to school needs to sign the ‘Late Book’ and the child takes the pass to class.

Where children are absent parents are encouraged to contact the school by :- verbally, phone, text, email, letter.
Where children continue to be absent the school will follow the guidelines outlined on the DEECD website.

Where a child will be absent for more than five days and they are medically able to undertake school work; an Absence plan will be created in conjunction with the parent and teacher. The plan will outline the work to be done in the period of the absence.

This plan will be sent to the Office where it will be entered onto the system and then a copy placed on file.

Upon returning from the absence and following completion of the plan, the absence will then be marked as approved on CASES 21.

Office personnel will provide a copy of attendance each month to the Principal or Wellbeing Coordinator

Each term recognition will be given to those students who come to school each day (where a child has had more than 10 lates per term they will be ineligible for these awards) Where a medical certificate can be presented this will be taken into account as the school does not wish for children to come to school ill.

**Responsibility**

Principal & Staff

**Ratified at School Council:**

**Due for Review:** Within the policy document booklet

References”
Student Absence Learning Plans are implemented to support the education of students who are absent from school for an extended period. Student Absence Learning Plans should be developed collaboratively by teachers, students and their parent.

Student Absence Learning Plan must be developed for:
- students who are planning extended absences from school, for example for a family holiday
- students suspended for more than 3 days (refer to suspension guidelines for more information)
- students subject to an expulsion appeal process (refer to expulsion guidelines for more information).

<table>
<thead>
<tr>
<th>Student name:</th>
<th>Date:</th>
</tr>
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<tbody>
<tr>
<td>Year level:</td>
<td></td>
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</tbody>
</table>

**Reason for absence:**

<table>
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<th>Date of last day of school:</th>
<th>Date of return to school:</th>
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</table>

**Description of the educational program:**

**Activities for the student to undertake while away from school:**

**Outcomes for the student to achieve:**

**Resources the student may find useful:**

**Agreed role of parents/carers in supporting the absence learning program:**

<table>
<thead>
<tr>
<th>Contact details for the student to stay in touch:</th>
<th>School phone number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School contact person:</td>
<td></td>
</tr>
<tr>
<td>Signature of parent/carer:</td>
<td>Signature of principal:</td>
</tr>
</tbody>
</table>