



Policy Title	Attendance Policy		
Ratified at S.Council	Term 1 2014		
Updated on	Term 1 2022		
Reviewed by	Leadership	Date	22/2/22

Aim:

All students attend school regularly.

Implementation:

- Teachers will check and record the attendance of students twice per day in the supplied role and record any reason for a student's absence. Roles will be monitored by office staff daily.
- Parents/guardians will indicate on the yellow slip if they wish to be contacted when their child has not arrived at school. (Teachers are to mark on a check box the parents/guardians that wish to be contacted). If the school has not been contacted before 9:15am, teachers are expected to follow up with the parents/guardians to ensure child's safety.
- If a student is absent and a reason has not been provided the expectation is that classroom teachers will make contact with parents/guardians. If no contact can be made, then the classroom teacher is responsible for informing their Team Leader about the absence. Together they can create a contact strategy that may involve other members of staff or other resources if appropriate.

Evaluation:

- This policy is to be reviewed within a 4 year cycle.

Communication:

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

- Available publicly on our school's website
- Included in relevant staff induction processes
- Regularly in staff meetings
- Made available in hard copy from school administration upon request