

ATTENDANCE

Purpose:

To monitor and manage the school attendance of registered students at BHPS in accordance with Department requirements and relevant legislation.

Expectations:

- BHPS students are expected to attend school during normal school hours every day of each term unless there is an approved exemption from school attendance.
- For absences where there is no exemption in place, the parent/guardian must promptly provide an explanation on each occasion to the school. Parents should notify details of absence by contacting BHPS office administration or the classroom teacher in person or by phone; by writing a signed letter including relevant details or by using the Sentral Parent Portal system.
- If for any reason a child must leave the school during the day, parents/guardians must make suitable arrangements for an approved adult to collect the child and sign the 'Early Leavers Book' at the office.
- If for any reason a student is late in coming to school, a parent/guardian must sign the 'Late Arrivals Book' at the office.
- Parents/guardians must ensure that BHPS has their up-to-date contact details.

Attendance Records:

BHPS will maintain attendance records, identify, follow up and manage unexplained absences with a view to maintaining student attendance through use of the following procedures:-

- *Student attendance will be recorded and submitted by classroom teachers twice per day using the School Data Management System (Sentral or any subsequent Department compliant system).*
- *Student early leave/late arrivals will be recorded within the Sentral system..*
- *Classroom and Specialist teachers are jointly responsible for ensuring that required attendance records are maintained if students are attending a Specialist class at the time attendance is recorded.*
- *If students are in attendance at an off-site school approved activity, the classroom teacher and, if appropriate the teacher in charge of the activity, are jointly responsible for ensuring that required attendance records are maintained.*
- *BHPS will keep a record of any reason given by parents/guardians for the absence of a student. (The Principal will determine if the explanation provided is a reasonable excuse. Absences will be recorded as either an 'excused absence' or an 'unexcused absence'.)*
- *If a student is absent on a particular day and the school has not been previously notified by a parent/guardian or the absence is otherwise unexplained, BHPS will notify parents (or emergency contact as appropriate) via the Sentral Parent Portal on the same day of the absence.*
- *Classroom teachers will regularly generate letters to parents requesting explanations for any unexplained absences or early leave/late arrivals.*
- *If no excuse is received, student absences will be recorded as unexplained. If an explanation is provided, the attendance data will be updated ensuring the accurate cause of the absence is recorded.*

Managing non-attendance

Classroom teachers will inform the Principal and/or staff member in charge of student wellbeing if they become aware of any regular unexplained absences or early leave/late arrivals or absences that are of concern due to their nature or frequency.

- *BHPS staff will work collaboratively with parents, the student and other professionals, where appropriate, to develop strategies to improve attendance.*
- *If BHPS determine that it has exhausted strategies for addressing a student's unsatisfactory attendance, it may, in accordance with School Attendance Guidelines refer the non-attendance to a School Attendance Office in the relevant Department Regional Office for further action.*

Basis of Discretion:

These policies are to be applied to facilitate the attendance monitoring of all children registered as students at BHPS. Exemptions may apply in exceptional circumstances where a student has a partial enrolment.

The Principal has the discretion to accept a reason given by a parent for a student's absence.

Related Policies & Legislation:

Department of Education and Training School Attendance Guidelines
Education and Training Reform Act 2006.

DATE OF SCHOOL COUNCIL APPROVAL: 15/8/18