



# St Andrew's Catholic Primary School

Companions on the Journey

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## Procedure

### Attendance/ Non Attendance Procedure

The underpinning philosophy is based on creating a school environment where children want to be at school and demand to be on time. This requires an approach that caters for all students and their families and which addresses more than just the academic aspect of education. The school has employed a wide range of strategies designed to raise the awareness of parents of the critical importance of children being on time and at school every day. Strategies which have been implemented to successfully improve student attendance include:

#### Whole-school/community

- communicating clearly to parents regarding attendance expectations
- informing parents about current research that links attendance with student achievement levels
- providing information to parents on the sequential nature of lessons and learning and how their child's learning can be severely disrupted if they miss crucial learning points
- making announcements at weekly assemblies
- making presentations at information evenings for prospective Prep parents to ensure that they clearly understand the importance of being at school and on time daily.

#### Classroom

Teachers use SEQTA online registers to record attendance. This must be done by 9:00 am every day.

- regularly monitoring student attendance data including weekly analysis and identification of at risk students
- identifying trends for high absence days and publishing this information in the school newsletter and separate flyers to parents
- ensuring a strong welfare and supportive approach is provided for families who are experiencing difficulties
- providing a stimulating and exciting classroom environment
- providing a wide range of experiences designed to excite and enthuse students
- providing regular reminders for children
- insisting on notes to explain all absences • promoting upcoming activities and classroom programs • verbally rewarding students who improve their attendance rates over time.

#### Administration

Students who are late must report to the office and get a 'late' slip.

If the school is not notified prior to absence of a child not turning up to school, the family will be contacted by phone/ sms to find out what is going on. In addition to the, the school will:

- using formal letters and follow-up phone calls to contact parents of children with ongoing attendance issues

- using SEQTA to generate absence reports on a monthly basis.
- formally reporting absences on mid and end of year written reports.
- working closely with families and support agencies when families are suffering hardships or are in crisis to ensure that students are at school in an environment that has order and routine.