



WILD
CHERRY
SCHOOL

For Waldorf/Steiner Education

STUDENT ATTENDANCE MONITORING POLICY

Attendance monitoring enables the identification of children at risk educationally and socially. Wild Cherry School offers a holistic curriculum and the nature of this requires that children attend on a daily basis to keep up educationally and socially.

Policy

All our students of compulsory school age are expected to attend school during normal school hours every day of each term and as scheduled, unless their parents/guardians have sought an approved exemption from the School. Approved exemptions include doctor's certificates and special requests. We actively promote attitudes and habits that lead to punctuality and responsibility. Arriving at school late disrupts classroom routines and lessons. For this reason, we seek the support of all families in ensuring their children arrive on time for the start of each school day.

Monitoring of school attendance is a mandatory government requirement as per *Education and Training Reform Act 2006*. Under section 2.1.4 of the Act, a school principal or teacher may ask a parent for an explanation if their child has been absent from school. This section also requires the School to keep a record in writing of the reasons (if any) given by the parent. The register must show twice-daily attendance checks and any given or apparent reasons for absence.

AUTHORISATION

Secretary

East Gippsland Steiner Education Group Inc.

Date of authorisation: 17 July 2019

PROCEDURES

Daily Attendance Monitoring

1. Teachers will mark students' attendance in the Student Attendance Register at 8:50am and again at 2pm, noting reasons for absence. Teachers are to notify the School office by 9am if a child is not in attendance and the reason for the absence, if they have been advised.
2. If a student is or will be absent, the parent/guardian is required to contact the class teacher or School office by phone, text, or email by no later than the start of school of the day the child will be absent and advise the reason for it. School starts at 8.45am.
3. If the parent/guardian provides no reason for the absence, this is to be noted in the Student Attendance Register as Unapproved Leave.
4. If a parent/guardian has not notified the school of their child/ren's absence by 9am, the School will make contact with the child's parent/guardian as soon as practical on the same day of the student's absence by text message, telephone or email confirming the child is absent from school and noting the reason for the absence.
5. When a parent cannot be reached the School will attempt to contact an emergency contact.
6. It is the responsibility of the parent/guardian to keep their contact details up to date with the School.

Regular Checks on Attendance Registers

1. Attendance data, including half days, will be entered at regular intervals, weekly or fortnightly, into the current Student Attendance Register, an excel tool.
2. If there are repeat or prolonged unexplained absences and attendance data of a student drops below set percentage (currently 90%), the class teacher will contact the parents/guardians as soon as is practical to discuss the situation.
3. Outcomes of discussions regarding children with excessive absences will be noted in the student's file.
4. For unexplained absences that cannot be resolved after the first conversation, parents/guardians will be contacted in writing and asked to attend a formal meeting with the school leader to clarify the reasons for non-attendance and to develop a student attendance plan.
5. Attendance data is reported twice annually, once in beginning of term 3 for semester 1 and once in term 4 for term 3 data, on SchoolsHub Portal <https://schools.education.gov.au/>. This is the responsibility of the School Leader or nominated delegate.