

Statement

At KICE, we believe:

- We must provide a positive, safe, caring and enjoyable learning environment
- In order to participate fully and gain maximum benefit from schooling students need to attend school regularly
- Learners, their families and the school are active partners in the learning process

Regular attendance allows and encourages learners to:

- Actively participate in the school and their own learning program
- Meet administration and legal requirements
- Develop enduring and positive relationships with teachers and peers
- Develop partnership links between home and school to benefit educational outcomes for all students and enable them to reach their full potential

ATTENDANCE REQUIREMENTS:

A child who is at least six years old but not yet seventeen is of compulsory school age. Every child of compulsory school age is required to be enrolled at a government or non-government school and must attend everyday unless the Minister or delegate has granted a Certificate of Exemption.

Compulsory attendance at school for children aged 6-17 years of age (or from their enrolment and attendance if aged 5 years) is based on the premise that each child has the right to receive an education which aims to promote personal development and equality of opportunity. Students who are between the ages of 16 and 17 who participate in a full-time approved learning program, which is education or training delivered through a school, university or registered training organisation, an apprenticeship or traineeship, or a combination of these are considered to be attending school.

The primary responsibility for meeting this requirement rests with the parent/guardian.

The responsibility for enforcing school attendance is with the Department for Education and Child Development.

KICE therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

RESPONSIBILITIES:

Students are asked to:

- Arrive at school punctually between the times of 8:30am and 8:50am.
- Attend school on every day when instruction is offered unless the school receives a valid reason for being absent (illness/family reasons).
- Hand letters or notes from parents (such as those written in diaries) to their Care Group/Class teacher.
- Come into the class quietly, if late, so as not to disturb other students learning and provide an explanation to the teacher.

Parents are asked to:

- Actively encourage their children to regularly attend school
- Provide teachers with an appropriate explanation for their son/daughter's non-attendance; usually this comprises a phone call or a letter/note or Medical Certificate on or before the student returns to school.
- Inform the school if an extended absence is likely or if the school needs to arrange work at home for students
- Contact the school (teacher, counsellor, head of campus, principal) for assistance and advice if needed to support regular attendance at school by members of your family
- Negotiate and seek permission from the Principal/Head of Campus; in writing, for any expected periods of absence which may be greater than three days eg vacation, attending a family occasion interstate etc. Approval can only be given following written confirmation from the Principal/Head of Campus

Teachers are asked to:

- Encourage students to attend school regularly by providing an exciting and stimulating educational program inclusive of the needs of all learners.
- Monitor each child's attendance and implement school attendance procedures.
- Accurately complete the roll on DayMap each day. Absences are to be coded according to the criteria set by DECD.
- Submit roll book for statistical information when requested (NAPLAN testing, Attendance Counsellor, Census)
- Complete and update absentee information on a daily basis (late arrivals, early departures)
- Coordinate a collection of work for students who are unable to attend school for acceptable reasons and for whom the work is requested.
- Contact the parents/caregivers and inform the Principal and Head Of Campus of any concerns about attendance, and in particular when a student is absent, without a reasonable explanation, for 3 consecutive days or if an irregular attendance pattern is identified.

It is the teacher's responsibility to investigate and follow through with absences during this early stage.

GENERAL GUIDE TO ACCEPTABLE REASONS FOR STUDENT ABSENCES/LATENESS

Acceptable reasons for student absences are:

- Sickness
- Medical/Specialist appointment
- Danger of being affected by an infectious or contagious disease
- Temporary or permanent infirmity
- Unavoidable and sufficient cause, e.g.
 - Bereavement within the family or of a close friend; or
 - Family trauma

Acceptable reasons for lateness are:

- Accident on way to school
- Transport breakdown on way to school
- Missed the School bus or it is late
- Other unavoidable family/personal reasons

Missing Student

When a student is reported missing through the day the following procedure will be implemented:

- Alert a Senior Leader or HOC and the front office staff that a student is missing
- An attempt to contact the student via their mobile phone will be made if a number is available
- If not found the Leader will co-ordinate a scan of the school grounds
- If the student is not located, parents are contacted. This needs to happen within 10 mins of the student reported missing. They will be informed that the Police will be contacted.
- Police are notified
- An Incident report is filed.

The circumstance and outcome will determine if any of the following services/reports need to be made:

*Critical Incident to DECD * report to FSA (Mandatory Notification) *report to DECD Behaviour or Attendance
*any other supporting referral (eg CAMHS).

KICE Attendance Action Plan – 2016

State Target - 95% by 2017

At KICE our aim is to exceed these targets.

Existing Data

2013

RE	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	TOTAL
92.6%	92.9%	94.2%	93.9%	93%	92.5%	93.2%	93.7%	93.7%	92.4%	88.8%	90.2%	84.5%	91.97%

2014

RE	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	TOTAL
89.8%	92.8%	93.6%	92.4%	91.8%	92.3%	90.5%	90.8%	91.4%	90.3%	90.4%	87%	78.8%	90.14%

2015

RE	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	TOTAL
91.8%	93.4%	93.5%	94.9%	93%	92%	91.9%	90.2%	90.8%	91.6%	90.2%	88.3%	88.3%	91.51%

2015 Unexplained Absences 27.6% of total absences across KICE.

Priorities	Targets	Key Strategies	Roles and Responsibilities
<ul style="list-style-type: none"> Establishing shared responsibility for attendance between students, parents/caregivers and the school. Developing yearly action plans to analyse data, set targets and assist in the management of the Attendance Policy. A student's attendance and lateness are aspects of analysis and inquiry in the STAR process. Pedagogical change to improve the quality of teaching and learning. 	<ul style="list-style-type: none"> A 5% improvement in overall attendance. A drop in the frequency of unexplained absences to 10% of total absences. 	<ul style="list-style-type: none"> Work with staff to ensure accurate processes in attendance data collection using DayMap/EDSAS and other technologies Stronger and more frequent communication with families with unexplained absences and lateness <ul style="list-style-type: none"> Letters Phone calls Attendance and lateness data and trends communicated to all staff twice per term Celebrate good attendance through newsletters, Facebook, assemblies and certificates Work with DECD Attendance Officer and NGOs on STAR Continuous training and development for all teaching staff on pedagogical change, engagement, differentiation and assessment to meet the needs of all students 	<ul style="list-style-type: none"> Principal/Head of Campus/Leaders/Admin SSO Leaders/Teachers/Students/Parents Leadership team Principal/Head of Campus/Counsellors All staff