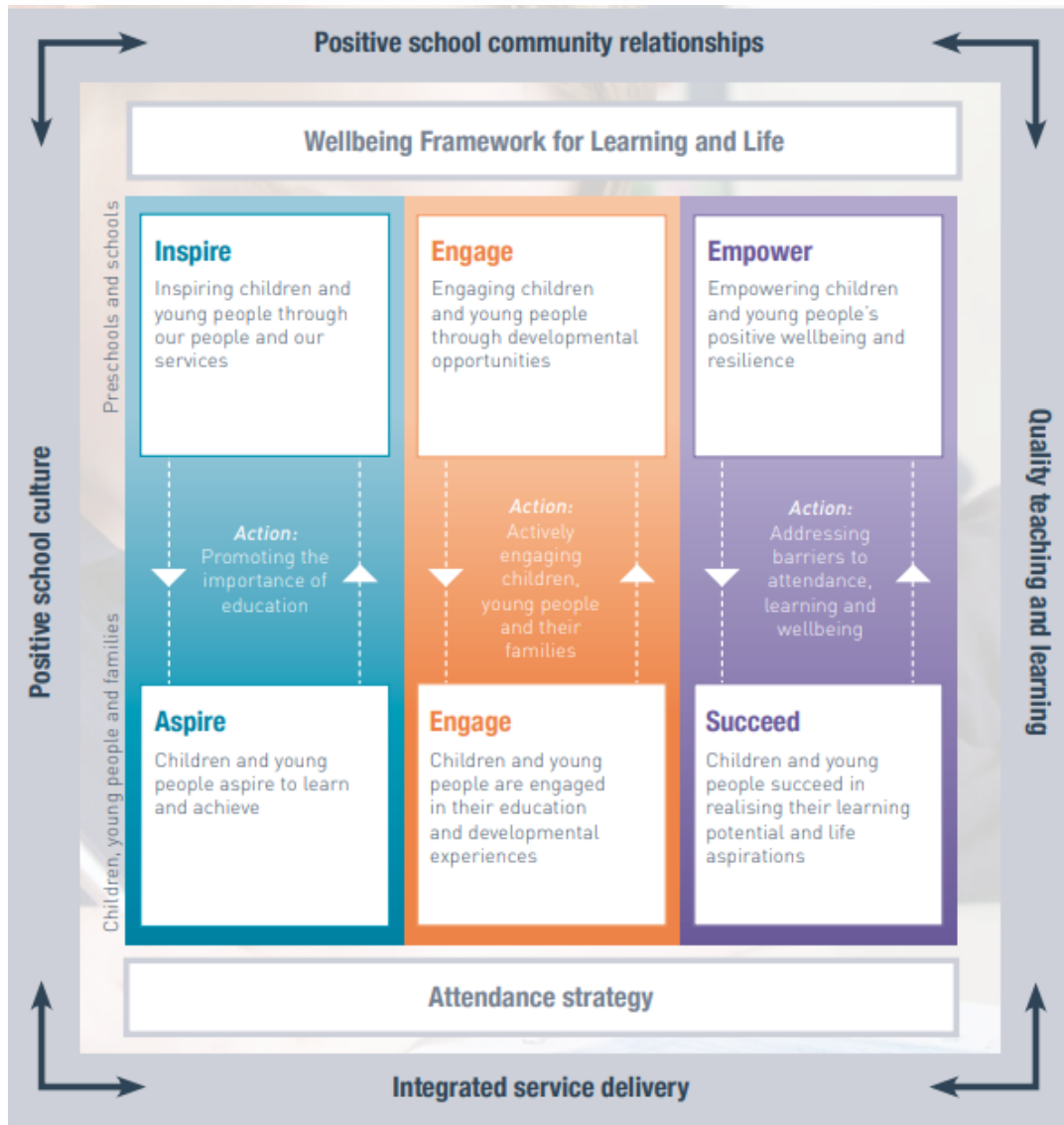


LRCS aims to provide the following to promote regular attendance:



Attendance Policy

Lameroo Regional Community School Values Attendance

Every day matters in the school life of a child or young person. Each day of attendance has a positive effect on their development and future success (Close, S., 2017).

At Lameroo Regional Community School we provide quality education. We value and want the best outcomes for all of our learners'. By continually missing days students will miss important steps in their learning.

Missing 10 days every term equals losing over 1 year of learning by the end of primary school.

Missing 50 days a year equals losing 2 whole years of learning by the end of Primary School.

Attendance a Joint Responsibility

Responsibilities of Parents/Caregivers:

- Enable their child to attend punctually and regularly on every day the education program is offered and to comply with the education program being offered
- Provide an explanation to the preschool or school whenever their child is absent. Apply for an exemption whenever their child is removed from the school
- Work with the preschool or school on intervention strategies to improve attendance

Responsibilities of Children and Students:

- Attend preschool, school or other educational program as negotiated regularly on every day the program is offered
- Be punctual in arriving at preschool, school or the educational program and for all associated lessons and activities
- Engage appropriately in the education program as negotiated

Responsibilities of preschool and school staff:

- Record attendances/absences each morning using Daymap by 9:10am
- Provide a relevant and dynamic learning program that seeks to engage all learners' and offers opportunity for success
- Implement preschool and school procedures, including family notification, to follow up non-attendance
- Refer non-attenders to leadership to work with the family and government agencies to support learners' regular attendance in the education program
- Make Mandatory Notifications as appropriate, document and store as per DE procedures
- Photocopy diary note or transcribe diary note to LRCS – Absence Note and place in the envelope at the back of the Absentee book.
- Leaders on site to follow DE attendance policy guidelines

Lameroo Regional Community School Attendance Process

Non-Attendance



Any Day Absent:

Written, verbal or phone explanation is provided by the parent/caregiver explaining reasons for the non-attendance.

No Explanation Provided:

Phone call home to seek reason for absence

Habitual Non-Attendance



Where a learner is absent for 3 or more days per term for any reasons:

Base Group Teacher contacts home

'Minor Non-Attendance Note' goes home to remind family of the importance of attending school.

Chronic Non-Attendance



Where a Learner is absent for 10 days or more days per term for any reason

Phone home

Report to Leadership Team

Letter sent home with acknowledgment slip and if applicable chronic non-attendance meeting held with parent/caregiver, teacher and Principal if required and an attendance plan and future meeting time agreed upon

Referral Regional Student Attendance Counsellor



Attendance Referral Submitted for Ongoing poor Attendance:

Information of non-attendance or poor attendance collated and referred to Regional Student Attendance Counsellor.