

# Lameroo Regional Community School

## Attendance Procedures

### LEVEL 1.

EDSAS rolls books are completed each morning by class teachers and returned to the Front Office by 9.30 a.m. for processing. Students who arrive late after the home group roll book has been brought to the Front Office must report to the office and sign in to signify their absent status in the roll book has been changed to late. Office staff who take phone messages re absences, record the message and place in the teacher's pigeonhole. These messages regarding student absence / lateness must be filed. Roll books are returned to staff at the end of the day.

### LEVEL 2.

When a student is absent for unexplained reasons for a third consecutive day, office staff alert the class / Home group teacher who will ring the parent and record the response. For students identified as having a significant attendance problem already, the principal or deputy will ring and will ring emergency contacts if the family is not answering. Continued absences with no explanation or very dubious explanations are referred to the Attendance Officer. This decision is made by the Principal in consultation with class / Home group teacher. Meetings are held with parents and individual attendance plans developed. These usually include daily contact when a child is absent. The Leadership team regularly monitors attendance.

### LEVEL 3.

At the end of each term individual attendances with reason are printed and checked by the Principal. A letter is sent to all families where attendance or lateness exceeds about 7 days for the term. There are no exceptions to this even for students with recognised serious illnesses. These students become those rated with a significant attendance problem for the next term.

In addition to the above procedures attendance is recorded in the students reports. The importance of good attendance patterns is discussed at the transition meeting with parents from Kindy to school, year 7 to 8 and the senior years, arrangements for students beginning school can be negotiated with parents. The need to apply in writing for exemption to be away from school ie. holidays, special leave, is well published and supported.