



## **GILMORE PRIMARY SCHOOL MANAGING ATTENDANCE GUIDELINES**

### **1. Overview**

- 1.1 The Managing Attendance Guidelines describe the way in which Gilmore Primary School works to monitor school attendance.
- 1.2 The Guidelines are based on the ACT Education Directorate's Education Participation (Enrolment and Attendance) Policy and the legislation underpinning it.
- 1.3 The Education Act 2004 (the Act), requires any child living in the ACT between the ages of 6 and 17 years old to be enrolled with an education provider or registered for home education until they complete year 10.
- 1.4 Where a child is attending a school, the child must attend school on every day the school is open for attendance and all activities that the school requires the child to attend, unless there is a reasonable excuse.

### **2. Rationale**

- 2.1 While some student absences are unavoidable and understandable due to illness and the like, or enforced through school disciplinary absences, many are not.
- 2.2 Research confirms a strong link between attendance and student outcomes.
- 2.3 Poor school attendance can be linked to a number of related short and long-term adverse outcomes for students including lower academic outcomes, early school leaving, substance use, poverty, unemployment and negative health outcomes. Improving the attendance of disadvantaged students may help to reduce these, or prevent the gaps from becoming wider.
- 2.4 In line with the Act, the ACT Education Directorate must endeavour to use all appropriate engagement strategies including working with other relevant government agencies to ensure that children and young people are given every opportunity to participate in education or an alternative education option.

### **3. Procedures**

- 3.1 **Marking attendance**  
Teachers mark the roll using the Education Directorate's coding system by 9:20am each morning session.
- 3.2 **Repeated absences**  
On the third day of consecutive absence the teacher is to contact the child's family via phone to check on the welfare of the child.

- If the absence is reasonably accounted for by the family the roll will be adjusted using the appropriate code and the teacher will complete the “phone record” form and forward it to the front office to be placed on the student file in lieu of a note.
- If the absence appears to remain unexplained or concerns remain, the teacher will complete the “phone record” form and forward it to a member of the leadership team to discuss the next step (e.g. NSET referral, a family meeting, a child concern report).

### 3.3 Unexplained absences

When *unexplained absences* reach seven days teachers must alert the Deputy Principal or the Principal to commence official procedures to ensure the student meets the school attendance requirements.

The Deputy Principal will send home an ‘Attendance Advice Letter 1’. The letter will request a meeting with the family to discuss strategies to improve school attendance.

If the family fails to respond to the letter, the Principal will send home the ‘Attendance Advice Letter 2’.

### 3.4 Persistent non-attendance

If non-attendance persists it is the responsibility of the principal to notify the NSET Deputy Principal.

## 4. **Attachments**

Staff flowchart

Sample letters