

1. Notification of an absence can be made by using Audiri to complete an Absence, Late Arrival, or Early Departure or by contacting the school office on 9561 7644
2. Parents/guardians/carers are required to notify the school by 07:45am of the reason for any absence/ate/early departure from school on the day.
3. Where the reason for absence is known, the reason is recorded and the teachers are notified of the absence and reason for this via Audiri notifications or via email from Administration Staff.
4. Attendance at the school is checked twice daily by recording in nForma which is the responsibility of the teachers in charge of the Class at the time the roll is recorded.
5. The attendance reports are accessed by Administration Staff to follow up students who are absent without explanation.
6. If a student is absent without explanation, the school will contact the parent/guardian/carer for an explanation as soon as possible on the day of absence by text message.
7. Information about the number of days of absence are recorded on student files and on student reports by teacher.
8. Where the rate of absenteeism is of concern, the school will follow up with the parents/guardians/carers by phone or in writing.
9. Parents are required to provide up-to-date contact details and notify the school of any changes to contact details or address.

Procedure for late arrival at school

Parent completed Audiri notice which is received by teacher before 7.45am, then parent signs the student in upon arrival via Passtab, for those students who arrive at school later than the scheduled starting time.

Procedure for leaving school before the normal departure time

Parent completed Audiri notice which is received by teacher before 7.45am, then parent signs the student out when they are collected via Passtab, for students who leave at school prior to the scheduled finishing time.

Procedures for communicating about attendance expectations to parents/guardians/carers

The Parent Handbook communicates with families about the expectations for attendance at school, as well as regular reminders in the School Newsletter.

Attendance record keeping

Classroom and/or specialist teachers complete the roll by 9:15am and 2:10pm each day, and Administration follows up any unknown absences twice daily for maintaining records about attendance, including records about students who have been absent from school without reason for long periods of time.

Attendance improvement strategies

The school implements Personalised Learning Plans (PLPs) when working with families and students where school attendance is irregular, including strategies to re-engage students, contact with external departments and agencies.