



# Owen Primary School

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## Attendance policy

At Owen Primary School we believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling and reach their full potential. Our aim is to ensure all children can access equitable educational outcomes. Monitoring of attendance and punctuality identifies students that are at risk and allows the implementation of intervention strategies

Student attendance is everyone's business and all members of the school community are expected to meet the requirements of attendance.

## DFE Requirements

A child between 5 and 16 is of compulsory school age. All children are required to be enrolled at a registered government or non-government school and must attend every day that instruction is provided, unless prior exemption has been granted. The responsibility for enforcing school attendance is with the Department for Education. The Department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance via the school principal.

## Parent/Caregivers responsibilities

- Parents/Caregivers are responsible for getting their children to and from school on time.
- Children are expected to arrive between 8.30am and 9am, unless they are bus students
- Children must attend school every-day that instruction is offered.
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance within a reasonable time. Ideally this explanation should be on the day of absence or within 3 days. This can be by a written note, a telephone call, text, email or in person.
- If children are absent for medical reasons it is preferable that a medical certificate be provided.
- When a student is late for school the Parent/Caregiver needs to explain the reasons for lateness; either by telephone call or written note or a personal visit to the front office.
- Parents/Carers must let the school know if an extended absence of 5 days or longer is likely. If the absence is planned Parents/Carers will need to apply to the principal for an exemption at least a week before the extended absence. If the school needs to arrange work for students, teachers require at least three days' notice to prepare this work.
- If an absence from school is sought for longer than one month Parents/Carers will need to apply for an exemption from DFE with the Principal's endorsement. Please ask at the front office about attendance exemptions
- Work with the school on intervention strategies to improve student attendance.

## Teacher Responsibilities

- Monitor each child's attendance.
- Accurately record absence and reason for absence in the class absence folder and send to front office by 9.15am each day.
- If there is no explanation from the Parent/Caregiver regarding a student absence or lateness for that day the teacher will:
  - Confer with the front office for messages about attendance.
  - If after 3 days no explanation has been received, teacher should contact Parents/Caregivers **and notify the Principal.**
- Make Mandatory Notification as appropriate, document and store as per DfE procedure.

## Principal's responsibilities

- Ensure that EDSAS roll is accurately completed by admin support staff.
- Ensure intervention occurs after 10 days of accumulated absence or sooner if a poor attendance record is evident.
- Where a student has patterns of non-attendance document details of any strategies/interventions and include in their file. Inform teacher.
- Principal will refer the matter to the DfE Student Attendance Officer if attendance issues are not resolved.
- Principal has authority to approve applications for exemption from school attendance for periods of up to 555a month. Copies of signed approvals are kept in student's file.
- Principal has the authority to recommend/not recommend applications for exemption from school attendance for periods over a month, which need to be submitted to DfE for approval.