



# FLOREAT PARK PRIMARY SCHOOL

## ATTENDANCE POLICY

Endorsed March 2013      Review date: June 2015

The Department of Education *Attendance Policy* states that the principal is responsible for the accurate recording and rigorous monitoring of the attendance of all students and for implementing appropriate strategies to restore attendance if there are attendance issues.

The following are the attendance procedures for Floreat Park Primary School.

### 1. LATE ATTENDANCE

- 8.50am-9.00am student goes straight to class and class teacher to mark 'L' on roll
- After 9.00am student to report to Deputy Principal
- Late note will be printed and reason will be indicated by Deputy Principal and entered on to class roll as 'L'
- Late note is to be given to class teacher by student. Late note sent home to parent/guardian.

### 2. RECORDING OF ATTENDANCE

- Teachers are required to enter attendance details for both morning and afternoon attendance on Integris
- Continuous attendance by a student of 2 hours is required both morning and afternoon. At Floreat Park Primary that will be 10.00am – noon and 1.00pm until 3.00pm. Students who arrive late but still meet this requirement are not to be included as a half-day absence. Please make notes as to why the student has not fulfilled the 2 hour requirement.

### 3. MONITORING ATTENDANCE

- Student attendance monitoring is conducted by the class teacher
- Parents need to explain a student's absence within 3 days. If they have not given you an acceptable explanation you need to follow this up by:
  - Contacting the parent via phone or email (make a note of this in the 'Notes' section of Integris)
  - Send absentee note (written request available on Integris)
  - Make a note of the reason for the absence on Integris once it has been provided
- Notify Deputy Principal of outcome
- The Deputy Principal to audit all student attendance twice a term for systematic, consistent and effective identification, and action for students with attendance issues.