

ATTENDANCE POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school's administration office.

PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures of Cambridge Primary School has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences.

SCOPE

This policy applies to all students at Cambridge Primary School.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of Cambridge Primary School, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

DEFINITION

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Cambridge Primary School during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student

- the student has a dual enrolment with another school and has only a partial enrolment in Cambridge Primary School, or
- the student is registered for home schooling and has only a partial enrolment in Cambridge Primary School for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Cambridge Primary School believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Cambridge Primary School parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Cambridge Primary School about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Supporting and promoting attendance

Cambridge Primary School's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by: running a regular breakfast club, sharing attendance data at assemblies and in our newsletter and dedicating an Assistant Principal role in Wellbeing that oversees and supports student attendance. Exemplary attendance will be recognised through certificates of achievement.

Recording attendance

Cambridge Primary School must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Cambridge Primary School's duty of care for all students

Attendance will be recorded by the classroom teacher at the start of the school day and after lunch using Compass.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Cambridge Primary School of absences by:

- notifying the school absence line 9748 9011 and leaving a message, contacting the school's administration office and speaking with a staff member or leaving an attendance note on their

child's online platform via Compass. Parents may also fill in a student absence form as issued by their child's classroom teacher upon the students return to school.

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Cambridge Primary School will notify parents by SMS. Cambridge Primary School will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

Cambridge Primary School will keep a record of the reason given for each absence. The principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If Cambridge Primary School considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**excused absence**'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**unexcused absence**'.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

Managing late attendance

Cambridge Primary School will communicate with families in situations where students are continuously late to school. The school will review attendance data in regular cycles and for students that are late more than 20% of the cycle the family will receive a letter advising the amount of days they have been late and the impact on their learning and requesting information about the reason for the lateness. The school will also offer support to the family in order to reduce the lateness.

Managing non-attendance and supporting student engagement within a review cycle period

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Cambridge Primary School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan

- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant leadership and wellbeing areas.

As with late attendance, the school will conduct reviews of attendance in regular cycles. Students with unexplained absences of 5 or more days will receive letters for their families requesting information regarding the absence.

If these absences are not explained, the school will move to the next stage of requesting an attendance meeting with the family.

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required.

Referral to School Attendance Officer

If Cambridge Primary School decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the South-Western Region for further action.

If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the principal may make a referral to a School Attendance Officer if:

- the student has been absent from school on at least five full days in the previous 12 months where:
 - the parent has not provided a reasonable excuse for these absences; and
 - measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
 - the student has been absent for 5 consecutive school days; or
 - no alternative education destination can be found for the student.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Hard copy available from school administration upon request

MORE INFORMATION AND RESOURCES

- [School Attendance Guidelines](#)
- The Department's Policy and Advisory Library: [Attendance](#)
- [School intranet](#)

Policy review and approval

This policy will be reviewed as part of the school's three-year review cycle.

Policy last reviewed	2024 February
Approved by	February 2021 School Council
Approved by	Principal
Next review date	2027 February

Date.....

Dear _____

Re: _____ **Class:** _____

I hope this message finds you well. I'm writing to discuss a matter of significant concern regarding your child's attendance at Cambridge Primary.

We firmly believe that consistent school attendance is crucial for your child's development and success. However, we've noted that your child has been absent for **more than xx days** so far in term 2. While we understand that unforeseen circumstances can arise, prolonged absences greatly impact your child's academic progress and social integration.

We cannot overstate the importance of your child's presence in school. Research consistently shows that regular attendance correlates with academic achievement and future success.

We are deeply committed to supporting your child's education, and we're here to help address any challenges you may be facing. Whether it's working together with your child's teacher to devise strategies for improvement or connecting you with our dedicated wellbeing team for additional support, we stand ready to assist you.

Please understand that continued absences may necessitate the development of a personalized attendance plan to provide targeted support for your child. Our goal is to create an environment where every student feels valued and empowered to thrive academically and personally.

I urge you to prioritize your child's attendance at school moving forward. Together, we can ensure that your child receives the education and opportunities they deserve.

Warm regards,

Date.....

Dear _____

Re: _____ **Class:** _____

I hope this message finds you well. I'm reaching out to discuss your child's school attendance at Cambridge Primary.

Regular school attendance is vital for the growth and success of children.

At Cambridge Primary, we're passionate about creating an environment where every child can flourish academically, socially, and emotionally. We believe that being present at school not only helps kids learn but also builds essential skills and values for their future.

I wanted to touch base regarding your child's attendance during Term ?. We noticed there were xx days of absence, and while we understand that life can get busy with family trips, illnesses, or other challenges, consistent attendance is key to your child's progress and happiness at school.

We're here to support you every step of the way. Whether it's working with your child's teacher to find strategies that work best or tapping into our dedicated wellbeing team for extra support, we're committed to helping your child thrive.

If absences continue, we'll collaborate with you to create a personalized attendance plan tailored to your child's needs. Our goal is to ensure every student feels valued, supported, and empowered to succeed.

Thank you for your attention to this matter. Together, we can make sure your child gets the education and opportunities they deserve.

Warm regards,

[Your Name]
Principal/Vice Principal

Cambridge Primary School

STUDENT ABSENCE FORM

Student Name: _____ Class: _____

Date of Absence: _____

Reason for Absence: Illness Medical Appt Other _____

Parent Signature: _____



***It is now a legal responsibility for parents to provide the school with a reason for th**

Please return this completed & signed form to the school's office or
complete your child's absence on Compass.