

# ATTENDANCE POLICY

Revised: June 2018



LAUNCESTON  
CHRISTIAN  
SCHOOL

## Attendance

Attendance at school is compulsory by State law. If a student should be absent parents are requested to contact the school to indicate their child will not be present and the reason. A note must be handed into the student's Class teacher on the next day of attendance. These notes are essential for giving account of student absences and serve to protect both the individual and the school.

Students who are absent are responsible for working together with teachers to catch up on work missed. Long, regular absences can be a serious hindrance to student's development. We strongly encourage parents to ensure students maintain regular and consistent attendance.

LCS, as a Christian school, has always seen students' participation in whole school events as a very important part of their education. For this reason students' attendance at Sports Carnivals, Assemblies, Graduation/Thanksgiving Services and other whole school activities is compulsory. As a school, LCS has worked very hard over the years to develop in its students an understanding and appreciation of the harmony and diversity that is to be found in a Christian community. Whole school events provide a wonderful opportunity to continue to develop and deepen one's appreciation of what it means to be a community.

## Before School

Junior students should not arrive before 8:30 am, and all should be at Daily PE by 8:55 am.

Secondary students should not arrive before 8.30am. Students must be in Class Teacher by 8.55am for the taking of attendance, distribution of notices and participation in devotions.

## Arriving Late

Students unavoidably late are to sign in and receive a late pass at the student counter of the office. They also need, to present a note from home as to why they are late.

**\*\*Teachers –** If a child arrives to class late without a late pass – please send them to the office as they may not have signed it and therefore will be still marked as absent for that day.

## Leaving School During the Day

Parents are asked to come to the School Office prior to collecting their child. Where possible the best option would be to have your child waiting at the office at the time that parents need to collect them. In the event that this is not possible, an office staff member will accompany parents to the class room to collect their child/ren.

**\*\*Teachers -** If a parent comes to your class to collect their child, without an office staff member, can you please remind them that it is imperative that they come via the school office prior to collecting their child/ren from class. Hopefully parents will have their child/ren organised to meet at the office which will save less disruption to classes.

## Secondary School Attendance Procedures

1. Student Attendance is taken during Class Teacher at the commencement of every day.
2. Staff are to enter student absences in SPWEB by 9:30am each day, where;
  - a. Students with unexplained absence will be noted and their parents advised of their child's absence at the earliest opportunity, either by text message, phone call, or email.
  - b. Administration staff will produce a summary list of all absentees by recess, and this will be distributed electronically to all teachers.
3. Teachers are to:
  - a. Maintain their own records of attendance for the purpose of managing student learning, assessment and reporting.

4. Office staff in conjunction with Heads of School are to monitor the daily absentees and advise the parents that the Head of School will call, or of issues that are affecting attendance of which they are aware.
5. Attendance variations during the school day:
  - a. Students who arrive and depart the school during the day must sign in and out in the attendance books located at the office.
  - b. Teachers will monitor variations in attendance and advise the office as soon as practical, and through their own records of attendance.
  - c. Office staff will adjust a student's absence record accordingly.

## Junior School Attendance Procedures

### General

- Students must attend school on every school day unless absent on medical grounds, family holidays, or another acceptable reason.
- Students should not arrive at school before 8.30 a.m. and all should be at Daily PE by 8.55 am. *(Kindergarten students do not attend Daily PE and their attendance is recorded via the green attendance sheets, which is also recorded on SchoolPro, the LCS database system.)*
- Students unavoidably late are to sign in and receive a late pass at the student counter of the office. They also need to present a note from home as to why they are late.  
\*\*Teachers – If a child arrives to class late without a late pass – please send them to the office as they may not have signed in and therefore will be still marked as absent for that day.
- Students are expected to attend all classes.
- If a student is absent through illness, or other reasons, the school office (63272854 or office@lcs.tas.edu.au) should be informed. The absence will be recorded on the Attendance register held in the school system called SchoolPro. It is preferable that a note be given to the classroom teacher, an email sent to classroom teacher/school office or a note entered into diary or communication book.
- Written permission is required to leave the school grounds during school hours. Students should present a note/diary entry signed by their parent/guardian to the office at the commencement of the day. The Office Staff will then provide the student with a 'Pass Out'. The student will present this pass to their teacher at the time they are required to leave, students are then asked to present this pass to the office on leaving school and to sign out in the 'Sign Out Book'. When students return to school, they should report to the office and sign back in.  
\*\*Teachers – If a child presents you with a note advising they need to leave early – please send them to the office to collect a yellow leave pass.
- If students are sick while at school, they are to report to the school office for medical attention.

### Absentee System Procedures:

- Teachers do a 'roll call' at the start of each day and record attendance on the green attendance sheets.
- Any unknown absences are recorded as unexplained. The office staff mark any explained absences from phone calls or messages that day. Unexplained absences are followed up with a text message or phone call to parents and result recorded.

The Attendance Flow Chart gives a graphic representation of the process to deal with absenteeism, which is enclosed.

### **Class Teacher's Responsibilities**

- Teachers will check the attendance of their classes at the beginning of each day. If they find a student absent, they should record this on SPWEB. Any prior communication with parents/carers is notified to office staff by call or email.
- Close attention should be paid to the attendance rate of each student. If a student's attendance rate drops below 80%, this matter is to be referred to the Head of Junior School.

### **Parent's Responsibilities**

- Parents will make contact with the school via a note or phone call regarding their child's absence from school.
- If a child is expected to be away for a period of time due to sickness as a result of a doctor's visit, obtain a medical certificate and pass this (or copy of certificate) to school office.
- If a child is expected to be away due to other reasons than sickness, write a note/email explaining the circumstances. Depending on the circumstances, an education plan may be arranged. This would be negotiated between parents and teacher.
- If extended leave for travel, complete the Extended Leave for Travel form and lodge with the office. Upon approval from Principal, a Certificate of Extended Leave will be presented to family.

### **Students Responsibilities**

- Students absent from School should bring the note from parents/carers or note in their diary from their parent/carer, explaining the reason for their absence, on the next day that they attend school and pass on to the teacher.

### **WHAT TO DO WHEN.....**

- **Absent from school:** A note of explanation (with date) from a parent/carer is required to be given to your class teacher the day you return to school. If you are likely to be absent for several days, ask your parents/carers to phone the school.
- **Late to school:** Report to the office to notify school office of arrival.
- **Wishing to leave school for some reason during the day:** You must have a note from your parent or carer requesting to leave school at a specific time. On most occasions parents/carers are expected to collect students from school.

## **Attendance and Parent Partnership- Procedures**

If a parent fails to provide a note within 5 days then we should treat this as an early glitch in our expectations of partnership and the parents should be invited in for a pastoral conversation. We would require this because:

- i. Keeping attendance is our legal requirement;
- ii. The courtesy of relationship is enough to provide a note, and any reason for that personal courtesy and professional requirement not to be observed is worth a conversation;
- iii. It is not-unreasonable to see the failure to provide a note as a symptom of not placing schooling as a priority in the family life.
- iv. Meeting may enable bigger issues to be detected at the earliest opportunity;
- v. Defending our ground over this 'small' issue will demonstrate that we value the partnership, that we are proactive and supportive, and it will positively impact other elements of our culture.

Should a parent continue to repeat not supplying a note, a conference would be held with the Principal.

If a child misses 5 days of school in Term (except as one period of absence) then a school representative, (possibly the classroom teacher or the Head of School) will call the parents to discuss the circumstances of their child's academic progress. If the call is made by other than the classroom teacher, then the classroom teacher's perspective must be sought. Records of this conversation should be kept.

If a child misses 10 days in a Term, the parents would meet with the appropriate Head of School, Director of Studies or the Dean of Student Welfare or Pastoral Counsellor and sign a school contract for managing the issues around attendance. Through this we encourage high standards of personal care and commit to the partnership that is essential to effective learning.

If a child's attendance remains poor, or the parent does not meet their obligations in the agreed contract, the appropriate Head of School should meet with the parent again, or at their discretion, refer the matter to the Principal.