



Attendance Policy

Rationale

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

Daily school 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. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

School participation is important as it 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 which set them up for further learning and participation in their community.

Rosanna Golf Links is committed to promoting the key messages of the benefits of regular school attendance:

- believing all children should be enrolled at school and attend school all day, every school day
- that successful students are well organised and start the day on time
- believing that in the best interest of students that family holidays/shopping trips/medical appointments are scheduled outside of school hours
- believing non-attendance can place a student in unsafe situations and impact on their future employability and life choices
- monitors, communicates and implements whole school strategies to improve regular school attendance
- that chronic absenteeism is commonly a sign of stress factors in a student's life outside and/or in the immediate learning environment. Our staged response to non-attendance allows us to respond quickly and work in partnership with students and their families
- attendance at school is the responsibility of everyone in the community.

Aim

Our aim at Rosanna Golf Links is for students, staff and parents/carers to have a shared understanding of the importance of attending school. This policy provides the framework to a whole-school approach to the engagement of students in their learning and school life.

Actions

It is the expectation of classroom/home group teachers to:

- Accurately record attendance of students twice daily at 9am and 2.30pm
- Direct students arriving late or departing early to the General Office to be recorded
- Monitor each student's attendance and punctuality
- Determine the appropriate follow up to ensure the student's education and wellbeing are supported following a school absence
- Identify students who are at risk of disengaging from school
- Make DHS/ChildFIRST notifications where appropriate and in consultation with school leadership

It is the expectation of the student to:

- Attend school every school day
- Arrive at school and classes on time and prepared
- Talk to a teacher if they are aware of issues that might impact on their ability to attend school/class

It is the expectation of the parent to:

- Ensure student attends school every day when instruction is offered
- Ensure student arrives at school between 8.45am and 8.55am
- Provide a valid explanation for a student's absence/lateness
- Provide the school with advanced notice if there is a planned up-coming school absence
- Communicate openly with the school about a student's ongoing medical condition that may result in ongoing absence or medical appointments during school hours
- Alert the school early to issues that may impact on a student's attendance
- Work in partnership with the school to address attendance concerns

It is the expectation of the Principal/Principal Nominee/School Leadership to:

- Use CASES21/eCASES21/Third party software compatible with CASES21 to record student attendance
- Contact parents if absence is unexplained/request attendance letter from CASES be sent to parents/Record actions
- Address attendance/punctuality concerns early through an attendance/punctuality improvement plan
- Coordinate Student Absence Learning Plan if absence is planned and approved
- Escalation of attendance concerns as per Staged Response to Non-Attendance
- Consider the explanation given for an absence and whether it is reasonable in accordance with the [Education and Training Reform Act 2006](#)
- Report the annual rates of student attendance for the year to the school community at least once a year
- Ensure that processes are in place to document non-attendance strategies at whole school level
- Ensure that processes are in place to document non-attendance strategies at individual level in student's file e.g. home visits, phone calls, Attendance SSG's, SOCS referrals, DHS/childFIRST notifications
- Ensure processes are in place to document further enforcement proceedings around non-attendance including, referral to the School Attendance Officer, issuing of a school attendance notice, infringement notice (and any appeal), court proceedings.

Review

This policy will be reviewed every 3-4 years as part of the RGLPS review cycle.

Additional Resources

It is to be read in conjunction with:

- [DE&T School Attendance Guidelines](#)
- [Click On Wellbeing](#)- Improving Attendance Practice Guide
- [Student Attendance and Educational Outcomes: Every Day Counts](#)