



PROCEDURES FOR ATTENDANCE



The Department of Education and Early Childhood Development (DEECD) has very clear policies and guidelines in relation to student attendance at school.

It is crucial that children and students develop habits of regular attendance at an early age; even from the time they are enrolled in a pre-school setting. Poor patterns of attendance place students at risk of not achieving their educational, social and psychological potential and they may be disadvantaged in the quality of choices they are able to make in later life situations.

The “Everyday Counts” initiative emphasises the importance DEECD is placing on improving student attendance rates in all Victorian schools.

At Laurimar Primary School, the following procedures are in place regarding student attendance.

If your child is arriving late:

1. Parents must sign their child in at the Office and provide a reason for the late arrival.
2. If a note is not provided on the day, one must be provided to the Office the following day.

If your child is leaving early:

1. A note must be provided either the day before, or the morning of the early dismissal of your child. This should be provided to the classroom teacher and must clearly state the time you will be collecting your child.
2. At the time specified on the note, your child will be called to the Office to wait for you to collect them. Arriving earlier than stated on the note to collect your child is extremely disruptive and therefore discouraged.
3. Parents must sign their child out at the Office before they will be allowed to leave the school early.
4. If someone else is collecting your child, they must be listed as an emergency contact or you must include their details in the note provided to the school. They will be requested to provide identification before they are allowed to collect your child.

If your child is absent or ill:

For 1-2 days:

1. Contact the Office and leave a message stating your child’s name and the reason for the absence.
2. If you do not contact the Office, a note or the Laurimar Primary School Absentee Form MUST be sent with your child on the day they return to school, outlining the reason for the absence. This should be given to the classroom teacher or handed in to the Office. You may also use the Absence Notification tool on the school App.

For 3 or more days:

1. Contact the Office and leave a message stating your child’s name and the reason for the absence.
2. Send a note or the Laurimar Primary School Absentee Form with your child on the day they return to school, outlining the reason for the absence and attach a medical certificate. This should be given to the classroom teacher or handed in to the Office.

For more than 10 days:

1. Contact the school and ask to speak to your child's classroom teacher.
2. Explain the reason for the absence.
3. A meeting will be organised to arrange for a Student Absence Learning Plan to be developed.

If you are going on an extended family holiday (more than 10 days):

1. Contact the school as soon as your holiday arrangements are made. Notification of an extended family holiday should be given at least four weeks prior to the holiday date.
2. Ask to speak to your child's classroom teacher.
3. Write a letter explaining the reason for the absence and the expected return to school date for your child.
4. A meeting will be organised to arrange for a Student Absence Learning Plan to be developed.

If your child is leaving the school:

1. Contact the school as soon as you are aware that your child will be leaving.
2. Provide a written letter, addressed to the Principal, stating the date of your child's last day at the school and which school they will be transferring to. This should be handed to the Office.
3. Transfer paperwork will then be prepared by the school for you to sign.

How many days has your child missed this semester?

0-6	<i>This is within normal range. A child with this attendance rate is able to take full advantage of the teaching and learning opportunities available to them.</i>
7-10	<i>This attendance rate is below average. A child with this attendance rate could miss over one year of learning between Prep and Year 10.</i>
11-20	<i>This is a poor attendance rate. A child with this attendance rate could miss out on up to two years of learning between Prep and Year 10.</i>
20+	<i>This is a very poor attendance rate. A child with this attendance rate could miss over two and a half years of learning between Prep and Year 10.</i>

Attendance Issues that are escalated may now result in an Infringement Notice issued to parents by the Department of Education and Early Childhood Development.