



EL ARISH STATE SCHOOL

Acting Principal:
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Attendance and Late Arrival Policy & Procedure

RATIONALE

The purpose of this policy is to safeguard the security of El Arish's students and to track absences and late arrivals. Students' attendance will be verified at least once during the morning session and once during the afternoon session.

TEACHERS' RESPONSIBILITIES

There are a number of steps which teachers in all areas must follow. These are:

- Step 1.** By 9.15am the teacher should mark the class roll in OneSchool.
- Step 2.** The office will inform the teacher of any absences which have been reported by parents. (Office staff have the responsibility of phoning or emailing the parents of students who are absent for no known reason). The Admin Officer will keep a running record of student absences, late arrivals and early departures
- Step 3.** Teachers should mark the class roll on OneSchool for the afternoon session by 2.10pm.
- Step 4.** If students leave the school at any point during the day, the teacher should inform the office, and have the parent/guardian come to the office to sign the student out.
- Step 5.** The total full day and half-day absences are recorded on each student's semester report

Absence Codes for Full or Part Day Absence

Type of Absence	Code	Explanatory notes
Entire day	A	Student was absent entire day.
Early (No Penalty)	E	Student left early, but within the final 2 hours of scheduled schooling. This will not count as an afternoon/half day absence. If the student left earlier than 2 hours prior to the end of the scheduled school day, this will count as an afternoon/half day absence (see "P" code).
Late (No Penalty)	L	Student arrived late, but within 2 hours of scheduled schooling. This will not count as a morning/half day absence. If the student arrived after the first 2 hours of the scheduled school day, this will count as a morning/half day absence (see "M" code).
Morning	M	Student was absent for the morning. This will count as a half day absence.
Afternoon	P	Student was absent during the afternoon. This will count as a half day absence.

ADMIN OFFICER RESPONSIBILITIES

The Admin Officer has the following responsibilities:

- Step 1.** Inform the teacher of any absences which have been reported by parents.
- Step 2.** Check OneSchool at 9.30am every day to ensure that the attendance class roll has been completed. Record any late arrivals into OneSchool and take note of any students who are marked as an 'unexplained' absence. Any teacher who has not marked the class roll are to be contacted and completed immediately.
- Step 3.** Phone parents whose children are absent for no known reason and inform them of the child's absence.
- Step 4.** In the event of a student having been absent for three consecutive days, even with notification, the Admin Officer should request from the parent a written, signed note explaining the absence, and a medical certificate if relevant.
- Step 5.** If a written explanation is not received within seven days the matter must be referred to the Principal.

PRINCIPAL'S RESPONSIBILITIES

The Principal must ensure that class rolls on OneSchool are completed, fully and accurately and that cases of regular absences are followed up.

If, after making thorough enquiries into a student's absence, the Principal either has received no explanation or is not satisfied that the explanation is genuine, the matter must be reported to Regional Office.

If students are absent for more than 15 days in one term, parents will be required to meet with the Principal to discuss the issue.

The Principal will contact the parent to have a verbal conversation regarding any concerns and offer support to allow the child to return to school as often as possible.

If the absenteeism or late arrival does not improve, a letter will be sent home outlining the legal obligations by both the School and the parent to ensure that the student can attend school as often as is possible.

If, after making thorough enquiries into a student's absence, the Principal is not satisfied that the explanation is genuine or that the absenteeism is concerning, the matter must be reported to Regional Office.

ATTENDANCE HERO AWARD

Each week on Assembly a draw will take place to find El Arish's 'Attendance Hero'.

Are you an **ATTENDANCE HERO**?

Here

Every day

Ready to go

On time

PROCEDURE:

1. Each class teacher will hand out daily after marking the morning roll an 'Attendance Hero' ticket to each student that is at school on time. This will occur every day.
2. The student will write their first name and their class on the ticket.
3. The class teacher will have a container in their classroom for the student to place their ticket into.
4. These will be collected on Fridays before Assembly by the school leaders and all class tickets will be combined.
5. On Assembly the principal will make one draw to find that week's 'Attendance Hero'.
6. The recipient will receive a certificate and a small reward.

At the end of each term at the final Assembly GOLD, SILVER, BRONZE awards will be handed out for students that have maintained attendance standards throughout the term.

This data will be collated from OneSchool

To achieve a GOLD award students must have maintained 100% attendance throughout the entire term.
To achieve a SILVER award students must have maintained 95-99% attendance throughout the entire term.
To achieve a BRONZE award students must have maintained 90-95% attendance throughout the entire term.

NEWSLETTER

Each newsletter the principal will include a section on ATTENDANCE highlighting the term target and how the school is tracking in respect to this.

The principal will include attendance posters and Attendance Tracker data from OneSchool.

Attendance Hero

Here
Everyday
Ready to go
On time



Name _____
Class _____

Attendance Hero

Here
Everyday
Ready to go
On time



Name _____
Class _____

Attendance Hero

Here
Everyday
Ready to go
On time



Name _____
Class _____

Attendance Hero

Here
Everyday
Ready to go
On time



Name _____
Class _____

Attendance Hero

Here
Everyday
Ready to go
On time



Name _____
Class _____

Attendance Hero

Here
Everyday
Ready to go
On time



Name _____
Class _____

Attendance Hero

Here
Everyday
Ready to go
On time



Name _____
Class _____

Attendance Hero

Here
Everyday
Ready to go
On time



Name _____
Class _____

Attendance Hero

Here
Everyday
Ready to go
On time



Name _____
Class _____

Attendance Hero

Here
Everyday
Ready to go
On time



Name _____
Class _____

Attendance Hero

Here
Everyday
Ready to go
On time



Name _____
Class _____

Attendance Hero

Here
Everyday
Ready to go
On time



Name _____
Class _____



Gold Attendance Award

Term 3, 2018

Congratulations

for 100% attendance this term

Only counts unexplained and late absences

Principal: _____

Teacher: _____

Mr Chris Richards



Silver Attendance Award

Term 3, 2018

Congratulations

for 95% - 99% attendance this term

Only counts unexplained and late absences

Principal: _____

Teacher: _____

Mr Chris Richards



Bronze Attendance Award

Term 3, 2018

Congratulations

for 90% - 95% attendance this term

Only counts unexplained or late absences

Principal: _____

Teacher: _____

Mr Chris Richards