



Norton Summit Primary School

Attendance Policy



Students need to attend school regularly to participate fully, gain maximum benefit from their learning and achieve to their full potential. We monitor school attendance to identify students at risk. The early detection and assessment of the causes of school non-attendance and the provision of support to improve attendance are vital. The primary responsibility for meeting the legal requirement of school attendance rests with the parent/caregiver. The department has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

Parent/caregiver Responsibilities

- ⇒ Parents will ensure consistent and regular attendance of their child/ren
- ⇒ Parents are responsible for getting their child/ren to and from school/OSHC
- ⇒ Children must arrive between 8.30am and 8.50am
- ⇒ Late arrivals (after 9am) need to sign in at the front office with a parent/caregiver who can explain the reason for the late arrival
- ⇒ Child/ren being collected for an early departure need to be signed out at the front office by a parent/caregiver
- ⇒ If a child is absent from school, the school must be contacted in a timely manner and an explanation given
- ⇒ If your child/ren is unwell, please keep them at home and contact the school to report their absence and follow up where necessary with a visit to the doctor

Teacher Responsibilities

- ⇒ Teacher will record attendance each school day using the rollbook and send it to the office
- ⇒ Teachers will monitor students attendance and notify leadership of non-attendance issues
- ⇒ When a student has been absent for a third consecutive day with no explanation, the teacher will make a phone call home seeking an explanation

Admin Officer Responsibilities

- ⇒ Follow up absenteeism with parents if no communication has been received from the family
- ⇒ Ensure rollbook data is entered into EDSAS weekly
- ⇒ Provide families with exemption forms when necessary

Leadership Responsibilities

- ⇒ Monitor and report student attendance rates via EDSAS/Education Dashboard
- ⇒ Communicate with families needing support around attendance
- ⇒ Communicate with DfE Truancy Officer in situations of chronic non-attendance