



St Matthew's Primary School

Student Attendance Policy

RATIONALE

Central to our Mission is our aim to provide a holistic education wherein each child's true potential can be developed through academic achievement incorporating spiritual, social, intellectual and physical growth. Therefore it is the expectation at St Matthew's that all children attend school every day. Our attendance policy aims to maximise the learning outcomes for all students.

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. St Matthew's Primary School:

- Believes all children should be enrolled at school and attend school all day, every school day;
- Monitors, communicates and implements strategies to improve regular school attendance;
- Believes truanting can place a student in unsafe situations and impact on their future employability and life choices;
- Believes attendance at school is the responsibility of everyone in the community.

RESPONSIBILITIES

School responsibilities:

- Maintain accurate attendance records in accordance with Brisbane Catholic Education policy and recording attendance using eMinerva;
- Implement effective processes related to absenteeism including monitoring attendance and response to attendance concerns;
- Class teachers will monitor late arrivals and contact parents in cases of concern;
- Implement strategies to promote a safe and supportive school environment through our "Positive Behaviour 4 Learning" Policy.

Student responsibilities:

- Attend school regularly, on time (*school begins at 8:30am*) ready to learn and take part in school activities.

Parent responsibilities:

- Send their children to school every school day except when reasonable circumstances prevent this. Reasonable circumstances would include situations where:
 - ✓ The child is too sick to leave the house;
 - ✓ The child has an infectious disease like measles, chicken pox;
 - ✓ The child has an injury preventing movement around the school;
 - ✓ The child is going on a family holiday that cannot be arranged during school holidays. (*NOTE: This must be arranged with the principal in advance*);

- ✓ The principal agrees that there is a genuine and acceptable reason preventing the child's attendance;
 - ✓ A medical or dental appointment could not be made out of school hours
(*NOTE: Wherever possible, appointments should be made out of school hours.*)
- Inform school of reason for any absence as soon as possible. Inform the school in advance if there is a foreseeable extended absence. Depending on the number of school days to be missed, short foreseeable absences may be notified by telephone or in writing. Longer foreseeable absences will require parents to make an application to the principal or to Education Queensland;
 - Collaborate with the school, using open, positive communication, to attempt to resolve any issues that may negatively impact student attendance;
 - Minimise disrupting their child's school day so their child has the best opportunity to learn;
 - Avoid late arrival and early departure, but following the school's recommended processes and procedures when late arrival or early departure is unavoidable.
(*NOTE: School procedures can be found on the school's website.*)

STRATEGIES

At St Matthew's School we promote 100% attendance by:

- Regular reminders in newsletters/social media of the importance of full attendance and punctuality;
- Early daily contact with parents of children whose absence is unexplained;
- Supporting students and their parents with issues such as anxiety or school refusal;
- Clarifying with parents, when necessary, their legal obligations and the importance of schooling and of continuity in learning from the early years.

REPORTING & MONITORING

At St Matthew's School Reports of absence or truanting are taken seriously. Students, parents, members of the community and school staff may report an absence in the following ways:

- School Office – ring 3209 6155;
- Email – pcornubia@bne.catholic.edu.au;
- Correspondence with class teacher either verbally, in writing or by email;
- Communication with the Principal or other member of the school leadership team