



CHRYSALIS STEINER SCHOOL

educating the whole child

ATTENDANCE AND ABSENCE POLICY

Policy

The school will adhere to relevant state and federal laws and Chrysalis procedural guidelines as outlined below in relation to student attendance.

Procedural Guidelines

Chrysalis School maintains a register and record of daily attendance for each student enrolled in the school.

Absences are identified through these registers and any absences unexplained in writing by the student's parents or guardians are followed up with the parent by administrative staff.

In cases of poor school attendance Parents or Guardians are notified and asked to meet with the class teacher and Educational Manager for discussion. Should the student's attendance then fail to improve the Home School Liaison Officer from the Department of Education and Training is notified.

Any unsatisfactory attendance is documented and stored in the student's paper files.

Attendance Documentation Procedures

Monitoring daily attendance/absence from Chrysalis School:

Parents are requested to inform the administrative office by telephone of their child's absence from school by 9am on the day of absence or prior. Office staff record parent notifications of absence on the "Advised Absence List."

Teachers are responsible for recording attendance/absence/unexplained absence on their class roll sheets each morning.

All absences are noted by the teacher and the names of those absent are notified to the administration office. The list of the day's absentees is checked against the 'Advised Absence' list held at office. Parents/ Guardians of children whose absence has not been informed to the office are telephoned to ensure that the child's whereabouts are accounted for.

Parents are requested to follow up each period of absence with a letter/note to the Class teacher documenting the date/s of the absence. The teacher then stores this letter and returns it to the Administrative office. The Class roll is photocopied and

returned to the class teacher prior to commencement of the next term. The absence notes are stored in the student's paper file in the School Office.

Poor Attendance at School

Poor attendance is defined as student attendance at a level low enough to significantly affect student learning and performance at school.

If poor attendance by a student is noted by a teacher or office staff the Educational Manager is informed and a meeting is arranged between the student's parents, the class teacher and the Educational Manager.

Should the student's attendance at school fail to improve following this meeting then the Home School Liaison Officer at the Department of Education & Training is notified. This is documented and filed in the student's file.

Policy Name: Attendance and Absence Policy	Date of Origin: 2008 updated
Responsible: Educational Manager	Review Date: Every 5 years or as legislature dictates
Location: Network- Chrysalis-Fileserver (Z)-Administration-Policies 2014- Enrolments and Attendance-Attendance Policy Book-hardcopy 1) Business Manager's Office & 2) Educational Manager's	Attachments: Attendance Procedure, Parent Application for Exemption from Attendance at School Attachment 2, Record Keeping Procedures Attachment 3, Recent Absence Follow Up form Attachment 4, Proforma Exception from Attending School Application Attachment 5
Last Updated: July, 2014	By Whom: Kelley McGlashan