



# Attendance and Participation Policy

## Belief Statement

Mount Barker South Primary School is committed to high quality student learning. We believe that students must have 100% attendance and participation in school learning programs, if they are to develop to their fullest potential.

This policy outlines school practices which encourage attendance and which deal with non-attendance.

During school hours, school staff assume Duty of Care responsibilities for all students.



## Strategies the school uses to support quality attendance

To encourage 100% attendance and participation, our school:

- Promotes communication between school and home
- Strives to create a safe environment
- Provides relevant, appropriate learning programs for all students
- Supports students who are at risk of non-attendance
- Monitors attendance and lateness closely and records according to system requirements
- Provides termly reminders about school times, attendance expectations and keeps accurate attendance records

## Student Responsibilities

Students are expected to:

- Attend school every day unless ill or absent for family reasons
- Participate in all school activities unless ill or injured
- Pass on any notes about attendance or participation from parents or caregivers
- Arrive at school prior to the morning bell at 8.55am
- Report to the office to sign in or out, if they arrive late or leave early

## Parent and Caregiver Responsibilities

Parents and caregivers are expected to:

- Keep children at home if they are ill
- Notify the school if their child is absent from or late to school (Phone the front Office on 8391 1197 or reply to absence text on the morning of absence or Write a note in students diary or communication book)
- Sign any Absence forms sent home and return to school the following day
- Provide a note for class teachers if there is a valid reason why child cannot participate in part of the school learning program. Contact the school if their child is to be collected during the school day
- Contact the school if they know of a reason affecting school attendance upon which the school can act

