

# Attendance Policy



**At Dianella Primary College we aim to maintain student attendance levels above 95%.**

**Parents** - It is a parent's responsibility to ensure their children arrive at school on time every day, prepared for the school day, unless unwell.

**Students** - It is the student's responsibility to ensure they are in their classroom, ready to learn, by the 8:40am siren, every day.

**Teachers** - It is the teacher's responsibility to mark attendance promptly and accurately each morning and afternoon. Teachers will contact parents/carers if students are regularly late or absent from school. If student attendance falls below 80% they will be deemed 'At Educational Risk' and teachers will refer the student to Administration for attendance intervention.

**Administration** - Administration, working with classroom teachers, support staff and external agencies, are responsible for addressing all attendance that falls below 80%.

Attendance	Late Arrival per term	Action	Good Standing
Above 95%	2 Days	Students are eligible for Attendance and Good Standing Rewards each term.	<b>Students Eligible for Good Standing Rewards</b>
90% - 95%	5 Days	Students are not eligible for Attendance Rewards, but remain eligible for Good Standing Rewards.	
80% - 90%	6 – 10 Days	Teachers to contact parents when student attendance falls below 90%.	<b>Students Not Eligible for Good Standing Rewards</b>
Below 80%	11+ Days	<b>Students at Educational Risk</b> Parents to be contacted by Administration. Case Conference addressing attendance, with action plan to be developed.	
Below 70%	11+ Days	Referral to the Department of Education	

I have read and understand the Dianella Primary College Attendance Policy. I will adhere to the expectations outlined in this policy.

Parent Signature \_\_\_\_\_ Parent Name \_\_\_\_\_

Student Signature (Year 3-6) \_\_\_\_\_ Student Name \_\_\_\_\_

Date \_\_\_\_\_