O'Sullivan Beach School believes student academic success and sense of belonging within the school community is determined by good attendance at school. To improve student attendance Parent/Caregivers must be aware of their responsibilities and school staff will support Parents/Caregivers to achieve this aim.

**Parent/Caregiver responsibilities:**

The Education Act 1972 requires that children of compulsory school age 6-17 years to be enrolled at and attending school. Once a child is enrolled, even though they may be under the compulsory school age, they are required by law to attend.

- Parent/Caregivers are to ensure their child attends school every day, on time. School commences at 8.40am and children can arrive at school from 8.30am.
- Schooling ceases at 3.10pm and the Parent/Caregiver is to ensure that their child returns home safely.
- Parent/Caregiver is to notify the school by telephone call prior to 8.40am when their child is unable to attend.
- The Parent/Caregiver is aware that the School has the right to seek a medical certificate for absences and will liaise with the School regarding a Health Care Plan to assist the student where there may be ongoing medical concerns.
- Notification for lateness can be provided in their child’s school diary on the blue slip, in person or by telephone to the Front Office.
- When a child is late, the Parent/Caregiver is to ensure that they go directly to the Front Office to be signed in and receive a slip to hand to the teacher.
- The Parent/Caregiver must report to the Front Office for any early dismissals to sign their child out and receive a slip to hand to the teacher.
- The Parent/Caregiver is to ensure all contact details on file, including mobile telephone numbers, are up to date and current.
- Extended absences from school that range in length from one day up to one month require an exemption. Exemption forms can be obtained from the Front Office. The School prefers any holiday to be taken during the normal school holiday periods.

**Student Service Officer (SSO)/Front Office responsibilities:**

Building strong relationships between Parent/Caregivers and the school community is essential to highlight the importance of regular attendance and punctuality.

- Document any discussions with Parent/Caregivers as to why a child is absent and inform the child’s Teacher.
- Children arriving late to school are issued a slip for their teacher noting their name, date and time of arrival.
- Attendance data for each class is to be printed every fortnight and included with the roll. SSO/Front Office Staff will liaise with the Teacher regarding any concerns.
- Record attendance data from the roll into EDSAS on a daily basis.
- Telephone the Parent/Caregiver when a child is absent for 3 days and no notification has been received. The reason for their absence is to be recorded in EDSAS and both the Teacher and Leadership are to be informed.
- When the Parent/Caregiver cannot be contacted, the child’s Teacher is to be informed for further follow-up action.
Teacher responsibilities:
Developing and maintaining strong rapport and good communication assists Parent/Caregivers understand the importance of regular attendance and punctuality in relation to their child’s learning, friendships and connection to the world around them.

- Monitor individual attendance/lateness and record on the roll for SSO/Front Office.
- Develop and maintain a good relationship with the Parent/Caregiver.
- Liaise with the Parent/Caregiver regarding any absences/lateness to determine what extra support the child might need, documenting discussions on the blue form.
- Arrange meetings with the Parent/Caregiver to discuss concerns where appropriate.
- Be aware of any extenuating circumstances impacting upon the Parent/Caregiver and/or child that may be affecting attendance and participation in class.
- Liaise with Leadership Team regarding ongoing concerns for individual students.

Leadership responsibilities:
Providing strong, supportive leadership to everyone connected within the School community highlights the importance of good attendance and punctuality upon a child’s learning and sense of belonging.

- Liaise with Teachers and SSO/Front Office regarding attendance concerns.
- Develop strategies to re-engage/connect the child and their Parent/Caregiver with the School.
- Connect with the Parent/Caregiver through telephone calls, letters, home visits etc.
- Arrange meetings between the Parent/Caregiver, the child, Teacher and/or Department for Education and Child Development Support Staff, where appropriate.
- Liaise with Parent/Caregiver and child regarding modified curriculum, health care plans, alternative education programs, modified attendance and restorative practices.
- Make a referral to the Student Attendance Counsellor within the Department for Education and Child Development where intervention has not been successful and/or the level of absenteeism is unacceptable.