



## **FNPS**

### **2018 Attendance protocols**

For your child to make optimal gains in learning and feel connected with his/her peer group, it is essential that he/she attends school on a regular basis. We communicate this information about attendance and punctuality because we understand its importance for the learning and wellbeing of every child. Students with consistently excellent attendance records are more likely to take advantage of the best learning opportunities.

A review of the Attendance Guidelines for schools was undertaken in Term 4, 2017. The review and resulting recommendations aim to ensure the safety of school-aged children during school hours and ensure that schools are supported in their duty of care obligations. From the end of Term 2, all schools are required to contact parents/guardians as soon as practicable when student absence is unexplained.

The new requirement for schools under the Guidelines is to contact parents/guardians as soon as practicable on the day of a student's absence. This was formerly three days. While the changes will be introduced from Term 1 2018, full implementation by all government schools will be required by the end of Term 2, 2018.

#### **Implementation**

At FNPS we use the attendance module on Sentral to manage attendance and roll marking. Reviews of roll marking and attendance management have been carried out to ensure readiness to implement a parent notification process.

Parents will be notified by email early in the day (our goal is 10am) if their child has been marked absent with the code of 'parent choice- unauthorised.' This code is used when we have not received any information from the family in regards to why a child is absent from school. This code can be edited once an explanation of the absence by the family is received.

How to notify FNPS if your child is/will be absent or explain an absence when the email is received

Website – absence tab/link

Flexibuzz – notify school of absence

Sentral – via web portal or message class teacher

Call school leave details on message bank

#### **Lateness**

Lateness continues to be a concern for many of our families. At Footscray North Primary School, we classify a child as late if they arrive at school after 8:45am. Children are expected to fill in a late pass if they arrive after the bell. If a child is 15 minutes late everyday, by the end of the year this is equivalent to 8 days away. Please ensure that your child is on time for school every day. Our lesson structure dictates that most of the instruction is done in the first 10 to 15 minutes of class so if a student misses this it is hard to catch up.

#### **Actions Required**

Ensure families have registered from Sentral Parent Portal with valid email address