

# **Attendance**

**We want every child to  
be at school on time  
every day.**

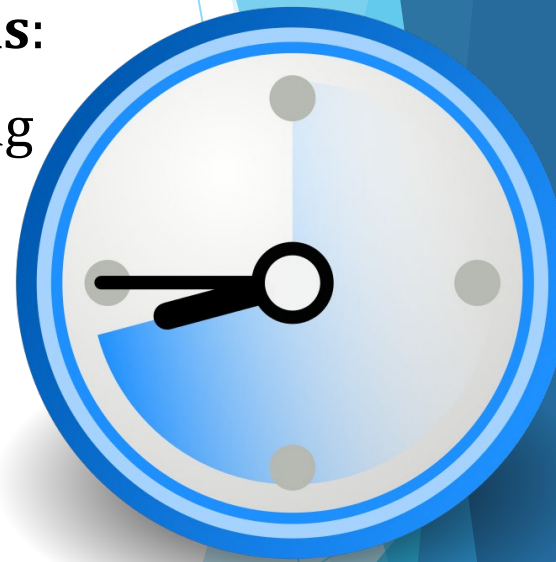
# **Every Day Counts**

**Going to school every day is the single most important part of your child's education.**

**Students learn new things at school every day – missing school puts them behind.**

# Why it is important to arrive on time for school

- ▶ **Arriving at school and class on time means:**
  - Children do not miss out on important learning and activities scheduled in the morning.
  - Helps students learn the importance of punctuality and routine.
  - Gives children time to settle in and greet their friends before class.
  - Reduces classroom disruptions.



# EVERY MINUTE COUNTS 8:50 am – 3:05pm

**Lost minutes mean lost learning!**

When your child misses just ....	that equals...	which is....	and therefore, from Prep to Year 12, that is ...
10 minutes a day	50 minutes of learning time each week	Nearly 1½ weeks per year	Nearly ½ year of school
20 minutes a day	1 hour and 40 minutes of learning each week	Nearly 2½ weeks per year	Nearly a year of school
1/2 an hour a day	½ a day of learning each week	4 weeks a year	Nearly 1½ years of learning
1 hour a day	1 whole day of learning each week	8 weeks per year or nearly a term a year	Over 2½ years of learning

**Your child's best learning time is at the beginning of the day...**

**School starts at  
8:50 am  
DON'T BE LATE!**

**Good time keeping means making sure that your child is at school and ready to learn BEFORE the music ends.**



**A student who is half an hour late each day misses the equivalent of 16.6 days of learning each year.**



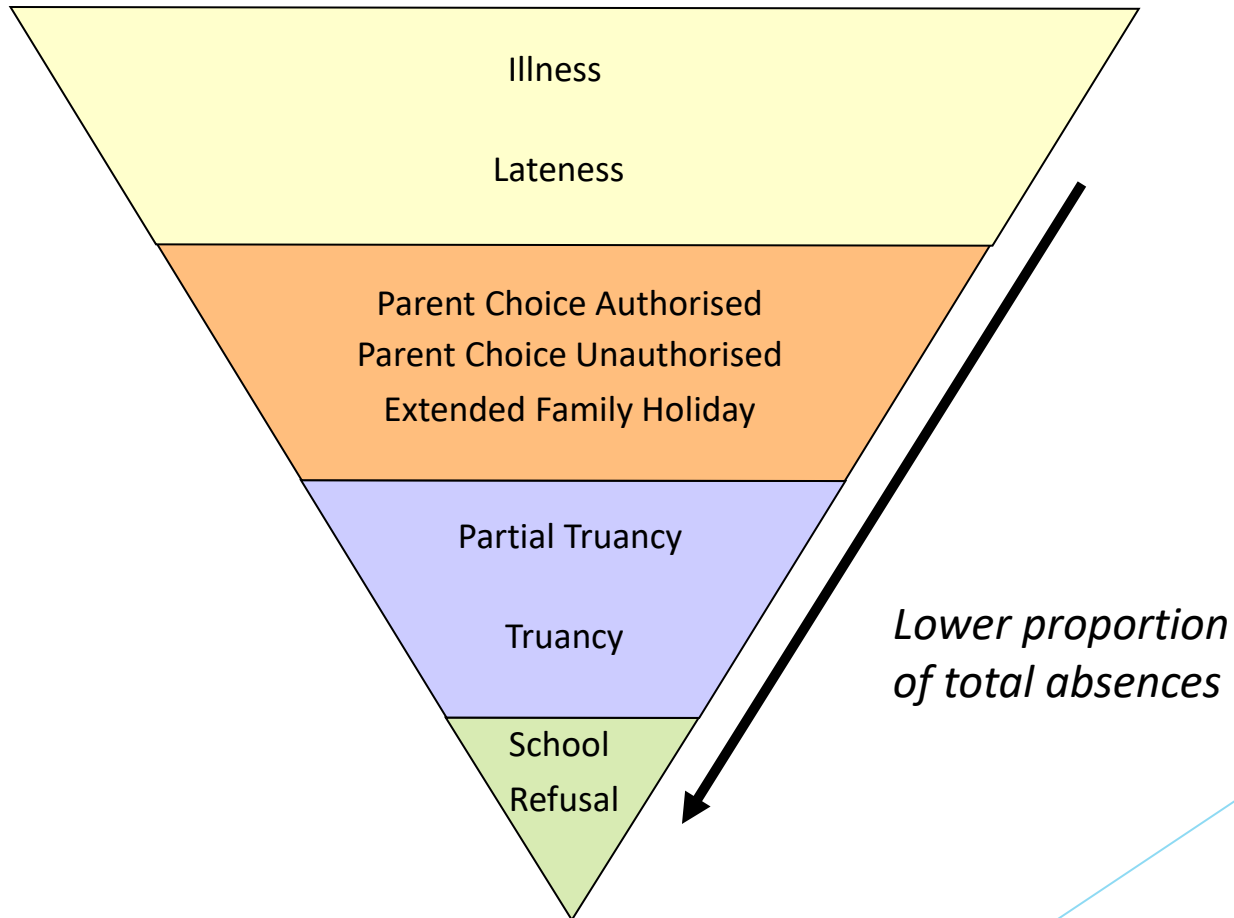
# Every day Counts

## WHY

- ▶ Patterns are formed at an early age
- ▶ Absence does affect learning growth
- ▶ Absence impacts on learning in the future
- ▶ Absence impacts on friendships



# Why do students stay away?



# EVERY DAY COUNTS ...

**A day here or there doesn't seem like much but ...**

When your child misses just ....	that equals...	which is....	and therefore, from Prep to Year 12, that is ...	This means the best your child can achieve is ...
1 day a fortnight	20 days a year	4 weeks of school	Nearly 1½ years of school	Equal to finishing Year 11
1 day a week	40 days a year	8 weeks of school	Over 2½ years of school	Equal to finishing Year 10
2 days a week	80 days a year	16 weeks of school	Over 5 years of learning of learning	Equal to finishing Year 7
3 days a week	120 days a year	24 weeks of school	Over 8 years of learning	Equal to finishing Year 4

**Give your child every chance to succeed ...**

**Every day counts!**

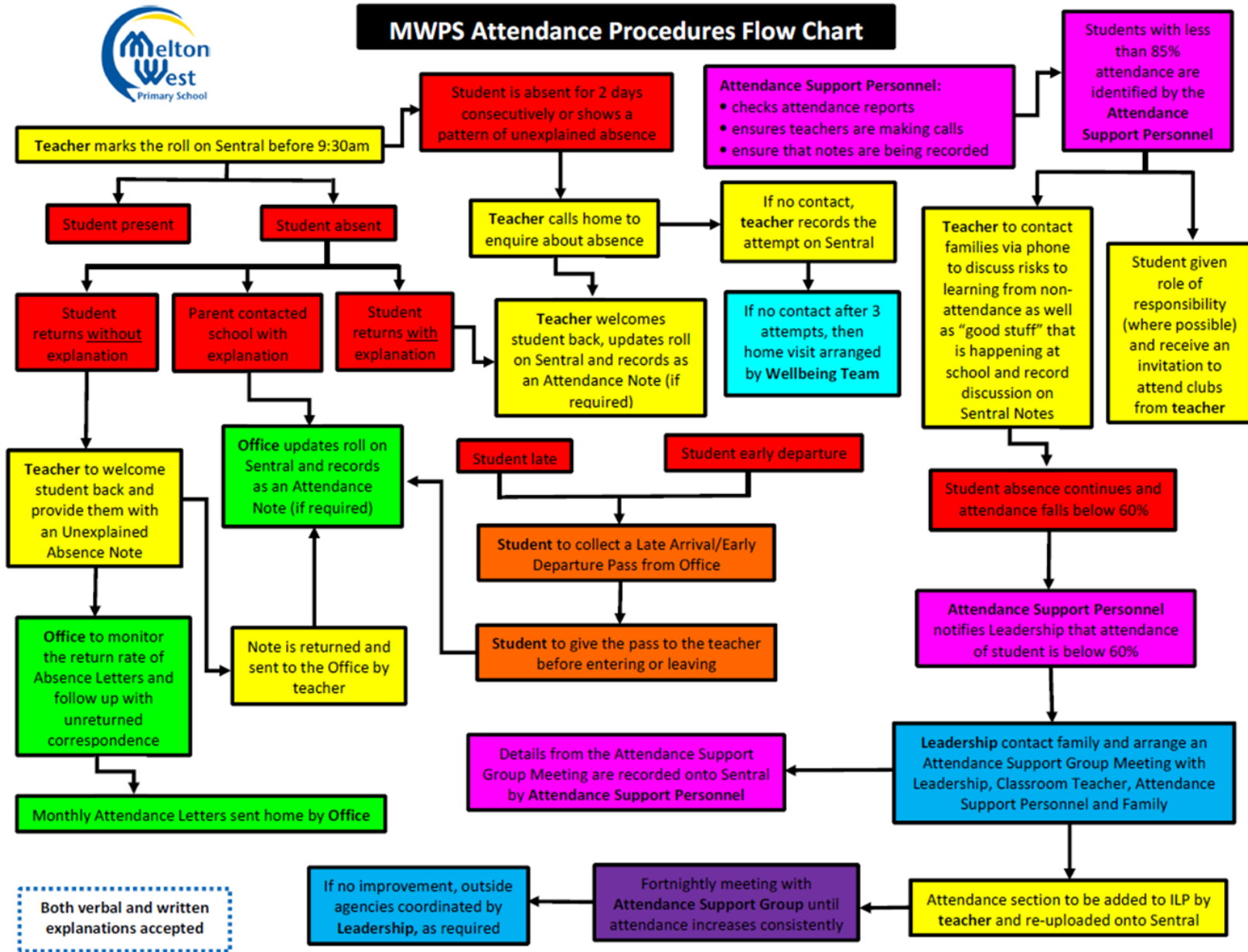




# SCHOOL POLICY

- ▶ On the website the Melton West Primary School policy is available. It was reviewed and updated by School Council in September 2018 and is due for the next review in 2021.

## MWPS Attendance Procedures Flow Chart



Both verbal and written explanations accepted

If no improvement, outside agencies coordinated by Leadership, as required

Fortnightly meeting with Attendance Support Group until attendance increases consistently

Attendance section to be added to ILP by teacher and re-uploaded onto Sentral

Leadership contact family and arrange an Attendance Support Group Meeting with Leadership, Classroom Teacher, Attendance Support Personnel and Family

Attendance Support Personnel notifies Leadership that attendance of student is below 60%

Student absence continues and attendance falls below 60%

Teacher to contact families via phone to discuss risks to learning from non-attendance as well as "good stuff" that is happening at school and record discussion on Sentral Notes

Student given role of responsibility (where possible) and receive an invitation to attend clubs from teacher

Students with less than 85% attendance are identified by the Attendance Support Personnel

**Attendance Support Personnel:**

- checks attendance reports
- ensures teachers are making calls
- ensure that notes are being recorded

# If you child is going to be absent

- ▶ **Please** contact the school via phone or face to face.
- ▶ You can leave a message on the phone after and before school hours.
- ▶ At 10:30am you will receive an SMS stating that your child is absent.
- ▶ If you don't inform us your class teacher will ring at the end of the day to check everything is okay.



*Every day*

**COUNTS!**



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School success starts  
with attendance