

Attendance Policy:

Aim:

- That parents and students who attend Daylesford Dharma School are aware that all students are required to be in full-time attendance at school unless they have an exemption from the department of education.
- To promote positive attitudes to regular attendance at school.

Guidelines:

- Full attendance will be encouraged by engaging children in an active and positive learning environment where students can take some responsibility for their learning pathway choices.
- Punctuality will be encouraged by supporting parents to have children in the classroom ready to begin learning at 9am.
- Regular attendance will be promoted to encourage children to be an active part of the learning team.
- Procedures for reporting on and recording student attendance will be communicated to parents.
- Agreed procedures for reporting on absenteeism and managing it will be communicated to the school community.

Implementation:

- Attendance will be monitored twice daily – at the beginning of the morning session and immediately following the lunch break.
- Late arrivals will fill in a form located at reception to be kept with the class roll.
- Student absences are required to be reported by the parent on the Absenteeism form located at reception.
- Parents will be encouraged to ring the school on the day to report non-attendance.
- Each month the attendance records will be reviewed and documented as an individual student tally. Any unreported absences will be followed up with a note home.
- The twice yearly written reports home will also contain the tally of days that a student was absent.
- In the case of poor attendance the School Director will review the attendance record of the student and make an assessment. Action may include:
 - ❖ Telephone contact with parents to determine the reason.
 - ❖ A meeting with the parents to agree on causes of absenteeism and mutual strategies to combat it.
 - ❖ A team approach to building enthusiasm and intrinsic motivation for school attendance.
 - ❖ Goal setting by students.