



LEDA EDUCATION SUPPORT CENTRE **ATTENDANCE POLICY** 2026

EVERY CHILD, EVERY OPPORTUNITY

OVERVIEW

This policy is informed by the Department of Education Student Attendance Policy v3.3 and Student Attendance Procedures v3.4. Regular attendance at school is fundamental to student learning and allows students to build on knowledge and skills each day. Consistent attendance and participation are essential for all students' social and academic learning.

At Leda Education Support Centre, we believe that every day at school matters. Each day of absence makes a difference, with the effect on learning accumulating over time. There is an expectation that once enrolled, students will attend school on a regular basis in order to optimise their education. The attendance policy at Leda Education Support Centre is underpinned by the following components:

Promotion

approaches that focus on building student, family, school and community resilience

Prevention

approaches that are designed to prevent poor attendance

Response

approaches that provide support or interventions for those students who are not attending

Leda Education Support Centre will ensure that accurate attendance records are kept for each student enrolled at the school. This includes recording attendance for morning and afternoon sessions for kindergarten, pre-primary and primary students. The following codes are used by teachers at Leda Education Support Centre to record attendance electronically on Compass:

I	Present	Student is on school grounds
U	Unexplained absence	Cause not established and an explanation is yet to be provided. Follow up is required
R	Reasonable cause	Family issues, accident, appointment, meeting
E	Educational activity	Approved educational program such as therapy, transition and Section 24's
C	Cultural/Religious	Approved absences for events of a cultural or religious significance to the family, such as funerals, sorry days and religious observances
N	Notified as Sick	Parent or caregiver has notified the school of sickness
K	Unauthorised Vacation	The student has been taken on a vacation and the Principal has not authorised the absence
X	Unacceptable	Reason for absence has not been approved by the Principal

ABSENCES DURING SCHOOL TERM

For all students, it is preferable that parents do not organise leave during the school term. If contemplating an extended absence, parents must consider that this will affect their child's progress and achievement. Parents need to notify the Principal in writing for approval if they intend to apply for leave. The examples of approved absences include: bereavement, serious illness of a family member or sporting representation at a State or National level. Examples of unapproved absences include: family holidays. If parents choose to proceed, they are acknowledging their child's assessment program may not be able to be completed.

RESPONSIBILITIES

Attendance of students regularly at school is a shared responsibility between parents and carers, the school and community.

PARENTS

- Promote a positive attitude towards attendance and reinforce the school's belief that 'every day matters'
- Notify the school of a planned absence if it falls during the school term prior to taking leave
- Notify the school of an absence as soon as possible
- Provide an explanation of a student's absence within three school days from the start of the absence

TEACHERS

- Ensure the community is informed about attendance at least once a term
- Implement an appropriate reward system for classes and individuals with high attendance
 - Ensure staff are recording attendance accurately and in line with the policy
 - Provide teachers with attendance rates for their classrooms
 - Follow up unexplained absences with Compass generated letters twice a term to support classroom teachers attempts to resolve absences
 - Monitor and follow up attendance issues with students who have 90% or less attendance rate
 - Work with the classroom teacher and parents to develop an attendance improvement plan outlining strategies for students at risk.

STUDENTS AT RISK - PERSISTENT STUDENT ABSENCE

At Leda Education Support Centre persistent absence is defined as having an attendance rate below 80%. A pattern of persistent absence places a student at educational risk and may itself be an indicator of other risks to the student's wellbeing. When a student's absence is identified as a concern, school staff will work collaboratively with students, parents, and the community to develop and implement strategies to restore regular attendance. Home visits may be required in some cases.

STUDENTS AT RISK - PERSISTENT STUDENT ABSENCE

If the student is determined to be at risk, the classroom teacher will organise a meeting with parents to identify issues affecting attendance. An attendance plan will be put in place with the school administration team in negotiation with parents. If appropriate, a case conference will be organised with the support of the School Psychologist. Badged attendance officers will conduct home visits. The administration team will continue to call parents where attendance is at risk.

PROCEDURES FOR AN UNEXPLAINED ABSENCE

STUDENT ATTENDANCE IN LEDA EDUCATION SUPPORT CENTRE

Student Attendance in Public Schools Policy

Every day that a student does not attend school can have a negative impact on their learning. The Department of Education monitors student attendance and works with other agencies and service providers to maximise student engagement with learning. It does this in a way that builds shared responsibility for student attendance between schools, students, parents and the broader community. **Effective date:**

Login to Compass - Enter attendance data through the Registration icon by 9:00am.

