

# Attendance Matters

Positivity, Persistence, Pride, Passion

239 Pearcedale Road, Cranbourne South VIC 3977 Tel: 9782 2999

Email: [cranbourne.south.ps@edumail.vic.gov.au](mailto:cranbourne.south.ps@edumail.vic.gov.au) Website: <http://www.cranbournesouth.vic.edu.au/>



Dear Parents/Guardians,

In the coming weeks attendance procedures are going to be a major focus at CSPS, in particular unexplained absences and lateness to school. This falls in line with procedure and policy of the Department of Education.

Below are some articles previously included in our iNewsletters for your perusal;



Our major focus will be developing a Culture of Punctuality; students, parents and families.

As has been mentioned in previous iNewsletters, student attendance at school is a major priority with the Department of Education and within State schools.

CSPS has devised an Attendance Intervention Improvement Team to implement strategies to improve both lateness and attendance of all students.

The Attendance Officer is Laura Kiellerup along with Monique Corcoran (Principal) and Lisa McMahon (Office).

All attendance matters are deemed of the highest priority and in some cases a sense of urgency. If you have any questions, please contact the office.

### **As of the start of Term 3, we will be implementing the following changes:**

**A 8.50am:** Bag bell ie. *staff are in the classroom and students are welcome to come into the classroom, organise belongings and remain (or go into the yard for a final play, toilet break, drink of water).* **8.57am: Music starts and learning starts promptly at 9am.**

**\* Lateness will be recorded from 9.15am.** All students arriving after 9.15am are required to have a parent/guardian sign them in directly at the office. The Attendance Officer will phone parents for verification of lateness for students who arrive at the classroom without a parent, or sign in process followed.



### **Unexplained Absences**

Cranbourne South Primary School is required to notify parents/guardians as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond. As of next week we will be sending a SMS to all parents/guardians whose child has an unexplained absence recorded. You will be able to reply to the SMS to notify the school why your child is absent or you can log onto Flexibuzz and lodge the absence.

## Communicating Absences



Flexibuzz is used at CSPS for reminders in relation to events, notification of payments due, emergency information and **student absences**. Flexibuzz can be accessed through your app store on your mobile and there are also downloads for windows and apple. More details are available on our [website](#).

We encourage all families to use Flexibuzz to advise the school if your child will be late, picked up early or absent for the day giving a reason for the absence.

### Lateness

The teaching staff has raised some concern that many students are arriving late for school on a fairly regular basis. Unfortunately, this is a situation that can have a negative effect on the education of not only those students who are late, but also the other students in the class.

### What impact does being late have on the student?

Students who are late miss a lot of instructions and information about what is happening, not to mention important learning situations. This means that they have to catch up somehow. It's like being late to see a movie and not being able to understand what's happening because you don't know who the characters are and what the plot is.

Being half an hour late to school each day from prep to year 10, equates to missing the equivalent of one year and one and a half terms of school.

Students can feel unsettled, disorganised and unhappy for the rest of the day and it can take them some time to complete and understand the work that they have missed.

### How does it affect the other students in the class?

Students who are late have an unsettling effect on the rest of the class. Because not all late students arrive at once, the interruptions go on until the last student is settled. Students who are late often have things that need to be done prior to them joining the class and this causes even more disruption. Sometimes other students have to wait to get the teachers attention and important issues can be forgotten.

### Why does student lateness cause difficulties for the teacher?

The teacher has a certain amount of material and activities to cover each lesson. Also, organisational issues are usually dealt with at the beginning of the day. Teachers can become increasingly frustrated when late students continually and repeatedly interrupt their planned routines, as they have to stop teaching to deal with the issues involved.

Did you know; when a student who is half an hour late each day they miss the equivalent of 16.6 days of learning each year.



We are all human. Cars can break down and unexpected situations can occur. We know that family morning routines are not always straightforward. If you are experiencing problems, speak to us, as we may be able to offer suggestions to help.

We are happy to accept that students will be late on the odd occasion because of unforeseen circumstances. However, arriving late on a regular basis is not acceptable.

**LAURA KIELLERUP**  
Attendance Officer  
Friday, 22 June 2018