Do I need to let the school know if my child has been away?
- Yes - for Quality Education for your child, DECD has an attendance policy and teachers and schools are required to follow up student absences.

How?
- Phone call to the school
- A note via the diary, communication book, letter or paper

Process for Non Attendance

| 1. Parent contact by Teacher (phone call, home visit, person to person) |
| 2. Letter goes Home |
| 3. Home Visit by ACEO/Teacher/Principal |
| 4. Case Management from School and Non School Personnel |

What qualifies as non attendance:
- A child is absent on the same day each week
- 3 day or longer of unexplained absence

Proactive Strategies used by the school:
- Weekly Attendance Thermometers
- Weekly Attendance Awards
- Twice per term Attendance Certificates
- 'Have you been here' campaign
- 'Every Day Counts' campaign
- Supportive and conducive Classroom Learning
- Free morning School Bus pick up
- Free Breakfast Program
- Home Visits
- Informing Parents
- Post Cards
- Letters

For more information contact your child's class teacher or the Principal or Well Being For Learning Co-ordinator on:

Phone: 86826277

School Hours: 8:50am to 3:00pm

At Lincoln Gardens Primary School promotes the view that regular attendance is important to ensure the best possible learning outcomes for all of our children.

The school will work with the school community and other services and agencies to support students in regular attendance.
What is my responsibility as a parent/caregiver?

Make sure your child:
- Attends school on ALL school days
- Is on time every day

Make sure you:
- Encourage your child to attend school by taking a positive approach to school and school activities
- Provide the school with an explanation if your child is away
- Contact the school if your child does not want to go to school
- Arrange doctor and dentist appointments out of school hours
- Arrange personal shopping trips with your son/daughter or birthday celebrations out of school hours.
- Do not allow your child to stay at home for minor reasons

Have You Been There?:
Photos of various events will be taken throughout the year, these will be displayed throughout the school and at times on the Woolies Board asking ‘Have You Been There?’

<table>
<thead>
<tr>
<th>Reception - Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total time</strong></td>
</tr>
<tr>
<td><strong>Absent</strong></td>
</tr>
<tr>
<td><strong>Late</strong></td>
</tr>
</tbody>
</table>

What help can I get if my child refuses to go to school or is truanting?

The school can offer a range of support options:
- teacher working with the student in a supportive, counseling role
- school Well Being for Learning coordinator working with the student
- home visit to identify the problem and help work it through with parents
- Develop an incentive program to encourage your child to attend school
- Link with community agencies.

Every Day Counts:

<table>
<thead>
<tr>
<th>Culture Week</th>
<th>Assemblies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatics</td>
<td>Big Breakfast</td>
</tr>
<tr>
<td>Harmony Day</td>
<td>Health Hustle</td>
</tr>
<tr>
<td>Cricket Clinic</td>
<td>Vibe</td>
</tr>
<tr>
<td>Sports Day</td>
<td>Café</td>
</tr>
<tr>
<td>Athletics</td>
<td>Culture Week</td>
</tr>
</tbody>
</table>

We would hate you to miss these events!