

ATTENDANCE POLICY AND PROCEDURES

CONTEXT/BELIEF STATEMENT

At Reynella Primary School we believe schools should provide a safe, success orientated and caring environment. We believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling. Regular attendance enables children to access a full education, enabling them to reach their full potential. School staff should set an example for students, encouraging and emphasising attendance and punctuality.

Our aim is to ensure all children can access equitable educational outcomes. Monitoring of school attendance enables identification of students at risk and the early implementation of intervention strategies. We believe the early detection and assessment of the causes of school non-attendance and the provision of organisational structures, which are responsive to the needs of students, is vital.

All members of the school community are expected to meet the requirement of attendance and work to the best of their ability and skill as consistently as possible. *Student attendance is everyone's business.*

GENERAL

A child who is attending school, irrespective of distance from the school or whether the student has a disability or not must attend the school every day that instruction is provided at the school, unless the Minister has granted an exemption from school attendance.

The primary responsibility for meeting this legal requirement rests with the parent/guardian. The responsibility for enforcing school attendance is with the Department of Education and Child Development (DECD). *The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.*

RESPONSIBILITIES

Parent's responsibilities

Parents/caregivers are responsible for getting their children to and from school:

- Children must arrive at school between 8:30 and 8:45am.
- Children must attend school every day when instruction is offered unless the school receives a valid reason for being absent (eg illness).
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter, SMS or telephone call from a parent/caregiver or a medical certificate.
- When a student is late for school they need to go through the office and record their lateness on the computer. A slip is printed which they then take to the teacher.
- Parents/caregivers must let the school know if an extended absence is likely or if the school need to arrange work at home for students.
- Parents/caregivers must apply for an exemption on an ED175 (Application for Exemption from Attendance). The Principal can exempt for up to twelve months.



Teacher’s responsibilities

- Monitor each child’s attendance
- Record absence and reason for absence in roll folder and send to front office by 9:30am each morning.
- By 10am an SMS will be sent to all students with unexplained absence. Responses will be documented and monitored by the class teacher.
- Contact home on the third consecutive day of unexplained absence, or after an irregular attendance pattern if there is no explanation from the parents/caregiver. Record in notes section of roll folder. Document any strategies/interventions and include in student’s file.
- After contacting parent/caregiver notify leadership team.
- Other action is to discuss the attendance concern with the leadership team.
- Co-ordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is required.

Leadership team’s responsibilities

- Ensure that the EDSAS roll is accurately completed and data is entered into EDSAS.
- Ensure intervention after 10 days of accumulated absence or sooner if the student has a poor attendance record.
- Leadership will contact the parent by phone, letter, email or other means to discuss attendance concerns.
- The leadership team should document interventions, strategies, home visits, phone calls and communication.
- The leadership team will refer to an Attendance Counsellor on an ED171 form if attendance issues are not resolved.
- Develop and implement an Attendance Improvement Plan.
- Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to twelve calendar months. Parents/caregivers should apply in writing on an ED175 available from the school office. Copies of such applications are to be made available to appropriate department officers as required. All applicants for temporary exemptions exceeding twelve calendar months, and for permanent exemptions, are to be set out on Form ED175 and forwarded to the ‘Central Delegate Exemptions Processing School and Regional Operations, Level 6 Education Building, 31 Flinders Street, Adelaide 5000’.

