



## Attendance Policy

“In our school we will work collaboratively, demonstrate responsibility, respect, and integrity and embrace diversity.”

### GENERAL

- All children aged between 6 and 17 years of age must be enrolled in a school and be required to fully participate in the education program arranged and approved by the enrolling school. (Ed Act of SA Sect 5).
- Regular attendance and participation in schooling is an important factor in educational and life success. Students who are regular non-attenders are at risk of alienation from education that can lead to decreased options for future pathways.
- Under the Education Act of South Australia, parents and guardians are legally responsible for the regular attendance of all children in their care between the ages of 6 and 16 years. (Education Act of South Australia, part VI Section 74-81).
- The encouragement and maintenance of regular school attendance is also the responsibility of school and preschool staff who work closely with parents and guardians to maximise learning opportunities for children.

### OUR BELIEFS

- At Craigmore South Primary School we are committed to working with the School Community to provide high quality, relevant education and care for all students.
- We believe that:
  - To achieve their full potential students need to attend school regularly during the prescribed times (8:55am-3:00pm).
  - Parent/Caregiver support in maintaining regular and punctual attendance is essential.
  - Appropriate intervention in the case of poor attendance/punctuality is necessary to ensure that the student is not disadvantaged later in life.

### RESPONSIBILITIES AND ACTIONS

#### Student Responsibilities

- Be organised for school
- Attend school regularly
- Be on time each day
- Always report to the office if arriving at school after 8:50am. Go to the office, get a late slip and give the teacher the late slip.
- If absent it is the parents responsibility to contact the school.
- If your child is absent from school and no contact has been made to the school, the school will make contact via SMS system to check reasoning.
- Engage appropriately in the education program
- Attend and actively participate in meetings to address attendance (including lateness) if this is an issue

#### Parents/Caregivers Responsibilities

- Upon enrolment, parents/caregivers are to provide information to the school that may assist in planning for the child's learning; for example, medical conditions, developmental milestones and family issues.
- Parents/caregivers are responsible in enabling their child to attend punctually (8:45am) and daily when instruction is offered unless the school receives a valid reason for being absent (e.g. illness).



- Parents/caregivers must provide the school with an explanation to the school whenever their child is absent via telephone, SMS message, note or in person on the day of the absence and / or followed up on the student's return to school. Parents/caregivers are to provide a medical certificate where appropriate for extended absences.
- When a student is late for school, it is appropriate that the parent/caregiver explains the reason for lateness.
- Parents/ Caregivers must let the school know if an extended absence is likely or if the school needs to arrange work at home for students.
- For temporary exemption from school (e.g. family holiday overseas) parents/ caregivers must notify the principal prior to the absence and fill out form ED 175. Depending on the length of exemption, this form will be sent to the District Office.
- Work with the school on intervention strategies to improve attendance.
- Discuss with the principal any suspicions of neglect and/or abuse that may require a mandatory notification.

## Teachers Responsibilities

- Record absences and reason for absences in class room roll book.
- To contact parents/caregivers if student is away for 3 days or more.
- Record student lateness and keep a record of time of arrival in class roll book
- Follow-up unexplained absences and continually update roll books (using red pen) as information is received.
- Sign roll sheet for the week and return the whole roll sheet folder to the office on Friday after recess this allows time for amendments. Ensure any other relevant correspondence (e.g. late slips and parent notes) is stapled to the week's roll sheet.
- Any staff initiated interventions regarding lateness/absences must be documented using "Contact with Parents/Caregivers re Student Absences Contact Initiated by Staff proforma"
- Follow guidelines stated in the Craigmore South Primary School Attendance Plan.
- If unable to make contact with parent, complete the "attendance follow-up request proforma" and put it in the Wellbeing Senior Leader's pigeon hole and record on scorelink.

## Leadership Responsibility

- Train staff on the roles and responsibilities regarding student attendance, including the induction of new staff throughout the year.
- When attendance follow-up request proforma is received from classroom teacher, leadership will contact Attendance Counsellor to refer students.
- Provide teaching staff with Attendance Policy and proformas used for documenting attendance.
- Analyse attendance data 3 times a term to identify students at risk. The attendance report will be produced at Weeks 3, 6 & 9 of each term. Copies of each class report will be provided to classroom teachers for their own analysis of student attendance. Teachers are also required to follow-up any unexplained lateness/absences.
- Support class teachers as stated in the Craigmore South PS Attendance Plan.
- Meet with District Student Attendance Counsellor twice a term to:
  - Monitor school attendance processes and procedures
  - Develop/Review strategies to improve student attendance and lateness
  - Ensure that school is meeting their accountability requirements
  - Manage the District referral process

## Principal Responsibility

- The principal has delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods up to one calendar month. Parents/caregivers should apply in writing and principals should advise approvals and non-approvals on school letterhead. Copies of such advices



# CRAIGMORE SOUTH PRIMARY SCHOOL

Learners today, leaders tomorrow

are to be retained in the school files, together with applications, and are to be made available to appropriate Department Officers as required.

- All applicants for temporary exemptions exceeding once calendar month, and for permanent exemptions, are to be set out on Form ED175 and forwarded to the District Office.

The policy is guided by the  
DECD – Attendance Policy

Updated December 2017

Review December 2020

## School Values

Respect – Collaboration – Integrity – Diversity Responsibility