ATTENDANCE POLICY

**Rationale:**
- Regular attendance has significant benefits for the whole community.
- Attendance is a shared responsibility between staff, parents/caregivers, students and the wider community

**Aims:**
- To ensure DECD regulations are met
- To maximise student learning times

**Responsibilities**

a. **Leadership Responsibilities:** (Principal / Counsellor)
- Coordinate attendance by implementing attendance plan
- Induct all staff into attendance procedures.
- Work with an SSO to establish and maintain EDSAS records.
- Conduct regular reviews of attendance.
- Ensure that parents/caregivers are contacted when a concern occurs over recurring lateness or absence
- Contact the regional attendance officer to lodge a referral form or to seek advice on further management of any difficulties.
- Report back to teachers any information regarding lateness or absences.

b. **Classroom Teachers’ Responsibilities:**
- Provide a relevant and dynamic learning program that seeks to engage students offering opportunities for success which will encourage regular attendance
- Record attendance/absences according to DECD requirements eg fill in the roll book on a daily basis using the codes indicated
- Keep a copy of all notes regarding lateness / absences
- Document any contact with parents regarding lateness/absence
- Follow up all unexplained absences
- Report unexplained absences of three days or more and to the leadership team
- Work with parents/ caregivers and agencies to support regular attendance
- Refer all students under compulsion with unsatisfactory attendance
- Make Mandatory Notifications as per DECD procedures

c. **Parents/Care Giver Responsibilities:**
- Provide the school with any relevant information that may assist in planning for a child’s learning eg medical conditions, family issues
- Ensure regular and on time attendance at school.
- Contact the school if their child is to be absent/late at any time.
- Apply for an exemption when a child is removed from school eg holiday
- Work with school on intervention strategies to improve attendance
- Discuss with the principal any suspicions of neglect and abuse that may require a mandatory notification

d. **Students Responsibilities:**
- Attend school regularly.
- Engage appropriately in the education program
To the Leadership Team,
Date:_____________________ Teacher:___________________________________
Student's name: _______________________ Year:______________ Room:_______

The above student’s non-attendance/lateness is of concern for the following reasons:

___________________________________________________________

As classroom teacher I have (please tick)
1. Sent a note home in eg. diary asking for an explanation of absence/lateness
2. Posted the school letter asking for an explanation for lateness
3. Contacted caregiver via telephone/face to face etc.
4. Documented contact made

Dates absent/lateness Reasons (if any)

___________________________________________________________

YOUR CHECKLIST: (Please record numbers and outcomes)
Parent contacted  Y    N       Was this successful?
Date note sent home via diary: _________________ yes ☐ no ☐
Emergency contact if unable to contact parent: ______yes ☐ no ☐
Date school letter posted: _________________ yes ☐ no ☐
Date contacted parent:_________________________ yes ☐ no ☐

What were the outcomes of your contact? ______________________________

Please refer this to ATTENDANCE.

Signed: ______________________________
Comment: ______________________________
Date:

Dear _____________________________,

It has come to our attention that ________________________

- has been absent for the last _____ days
- has been late for the last _____ days
- has had poor attendance

We view this as a matter that can have quite serious effects on your child’s education. The South Australian laws clearly state that the absence of a child at school is the responsibility of his/her parents or guardian.

Under the Education Act: “Where a child fails to attend school as required, each parent or guardian of the child shall be guilty of an offence and liable to penalty not exceeding two hundred dollars.”

Any reason given for absences to the school may be investigated, and a medical certificate must be produced if so required.

If there are any queries do not hesitate to contact us.

Yours faithfully

Mike Sims_______________________
PRINCIPAL