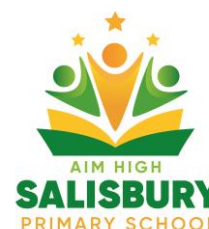


# Salisbury Primary School

## Attendance Policy



### **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).

Under the Education Act of South Australia, parents and guardians are legally responsible for regular attendance of all children in their care (ED Act of SA Part V1 Sect 74-81).

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.

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.

**The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.**

### **OUR VISION**

At Salisbury Primary School we provide a safe, success-oriented and caring environment that recognises each student as an individual.

We believe that:

- to achieve their full potential, students need to attend school regularly during the prescribed times
- parent support in maintaining regular and punctual attendance is essential
- successful students are well-organised
- appropriate intervention in the case of poor attendance/punctuality is necessary to ensure that the student is not disadvantaged in later life

### **RESPONSIBILITIES AND ACTIONS**

#### **Parent/Caregiver 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 for enabling their child to attend punctually (8:55am) 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 whenever their child is absent via telephone on the day of the absence and / or followed up by a diary note 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/director any suspicions of neglect and/or abuse that may require a mandatory notification.

### **Teacher Responsibilities:**

- Record absences and reason for absences in class room roll book and send to the front office by 9:30am daily
- 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. Ensure other relevant correspondence (e.g. parent notes) are 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 Salisbury Primary School Attendance Plan.
- If unable to make contact with parent, complete the "attendance follow-up request proforma" and send to front office with roll book by 9:30am.

### **Leadership Responsibility**

- Train staff on the roles and responsibilities regarding student attendance, including the induction of new staff throughout the year.
- 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 Salisbury Primary School Attendance Plan.
- Write articles for the newsletter regarding the importance for regular attendance and being on time for school
- Communicate with District Attendance and Engagement Officer 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:**

- Provide data at each Week 5 Staff Meeting for an Attendance Analysis
- 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 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