



Government
of South Australia

Department for Education

HAPPY VALLEY PRIMARY SCHOOL

POLICY STATEMENT ON ATTENDANCE

EVERYDAY COUNTS!

RESPECT

RESPONSIBILITY

INTEGRITY

PURPOSE

We aim for 95% student attendance to ensure all children have access to equitable education outcomes. Monitoring of school attendance enables identification of students at risk and the early implementation of intervention strategies.

All members of the school community are expected to meet the requirements of the Department for Education and Child Development (DECD) attendance policy.

Student attendance is everyone's business.

DEPARTMENT FOR EDUCATION AND CHILD DEVELOPMENT (DECD) ATTENDANCE REQUIREMENTS

A child who is at least six years old but not yet seventeen is of compulsory school age and must attend school, irrespective of distance from the school or whether or not the student has a disability. Students are required to be enrolled at a registered government or non-government school and must attend school on every day instruction is provided, 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 for 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.

REGULAR ATTENDANCE

Leads to:

- Effective social skill development
- Your child being safe in our care
- Consistent development of knowledge and understanding of new concepts
- Feelings of security
- Resilience in dealing with various behaviours
- Greater long term success at school
- Retention of school

POOR ATTENDANCE

Leads to:

- Social isolation
- Risk of harm during absence
- Gaps in knowledge & understanding of basic concepts
- Feelings of insecurity
- Becoming victims of bullying or harassment
- Leaving school early – Not completing their schooling life

RESPONSIBILITIES

Families' Responsibilities

- Parents/Caregivers are responsible for getting their children to and from school.
- Children must arrive at school between 8.30am and 8.55am.
- Children must attend school on every day 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 appropriate explanation for the student's non-attendance, by sending an absence notification through TiqBiz or telephoning the school on 8381 7166 before 9am or provide a medical certificate after three days.
- Notification can occur through e-mail dl.0171.info@schools.sa.edu.au.
- When a student is late for school, it is required 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 to be completed at home. Permission must be sought from the principal if a student is going on extended leave for more than three days.

Staff Responsibility

- Monitor each child's attendance.
- Record absence and reason for absence accurately in the Roll Book and send to front office by 9.10am each day.
- Contact home on third day of absence. Inform SSO's once contact is made and note in roll book. Document any strategies/interventions and include in student's file.
- After contacting Parent/Caregiver alert the leadership team if no response is received.
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.
- SSO's will enter absences into EDSAS, if there is no parent explanation for the absence contact will be made with the family.

Leadership Team's Responsibilities

- Promote Attendance procedures and the benefits of regular attendance.
- Ensure that the EDSAS roll is accurately completed.
- The leadership team will communicate with Parent /Caregivers via a letter regarding the absence of a student.
- Staff will document interventions, strategies, home visits, phone calls, meetings and include in student's file.
- The leadership team will complete referrals to an Attendance Counsellor if issues are not resolved.
- Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one year.

SCHOOL ATTENDANCE PROCESSES

Late arrivals – when a student arrives after 8.55am

- If a student arrives late family members are required to sign them in via the front office.
- If a student arrives after 8.55am on any day they will be marked as late.
- If a student arrives after 10.00am on any given day they will be marked as absent for the morning.
- If a student is regularly late the Teacher will contact family members to discuss their concerns.

Early departure – when a student leaves school before 3.15pm

- If a student leaves school early family members are required to sign them out via the front office.
- If a student leaves school before 3.15pm they will be marked as an afternoon absence.
- If a student is leaving school early on a regular basis the teacher will contact family members to discuss their concerns.

Absence from school

Family members are asked to contact the school via telephone, email or electronic messaging notifying the teacher of any student absence.

- After 3 days of unknown absence the teacher will make contact with the family.
- After 5 days of unknown absence the teacher will discuss the issue with a member of the school leadership team.
- A member of the school leadership team will contact families to seek information regarding unexplained absences.
- If a student is absent continuously members of the leadership team will contact the Student Attendance Counsellor for support.

Please Remember Everyday Counts