



# Reidy Park Primary School Attendance Policy

The following information is based on DECD's 'Attendance requirements for schools' policy.

## Compulsory Enrolment and Attendance

Under the Education Act of South Australia, parents and/or caregivers are responsible for the regular attendance of all children in their care. All children between 6 and 17 years of age must be enrolled and attend school regularly.

## Beliefs about the importance of attending school

From the first day, every day counts. This policy is based on the following principles:

- Regular attendance leads to an increased likelihood of being successful at school.
- Getting maximum benefit from school will optimise a child's life choices.
- Attending school regularly will develop skills and attitudes that will help students to be successful later in life, these include punctuality, being organised and self-discipline.

## Responsibilities

Who	What
Principal	<ul style="list-style-type: none"><li>• Develop clear procedures in relation to attendance records and monitoring students who are absent from school.</li><li>• Oversee and analyse attendance data.</li><li>• Consult with the class teacher regarding any absentee/lateness concerns, including documenting this process.</li><li>• Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one calendar month. All applications for temporary exemptions exceeding one calendar month are submitted to DECD.</li><li>• Ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.</li><li>• Contact families of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.</li></ul>
Teacher	<ul style="list-style-type: none"><li>• Monitor each child's attendance by maintaining an accurate record of attendance and absenteeism.</li><li>• Ensure correct codes are used when completing attendance records.</li><li>• Contact home on the third day of absence if no explanation has been provided.</li><li>• Follow up 'unexplained' absences with families, including speaking to a member of leadership staff if the issue persists (5 days or more).</li><li>• Co-ordinate class work for students who are unable to attend school (for acceptable reasons) and for whom work is requested.</li></ul>
Parent/Caregiver	<ul style="list-style-type: none"><li>• Ensure their child/ren attend school on every day unless there is a valid reason for being absent. Children must arrive at school between 8.25am and 8.45am.</li><li>• Provide the school with an explanation for the student's non-attendance. Usually this comprises a note, email message or telephone call.</li></ul>

## **Late Arrival and Early Departures**

We acknowledge that things may arise that can cause children to be late and accept these occasions, however, arriving late on a regular basis is unsatisfactory. All students are expected to arrive at school between 8.30am and 8.55am. Roll books will be marked at 8.55am. A student who arrives after 8.55am will be marked as late. Late arrivals will be required to sign in at the Front Office from 8.55am. In some cases students may need to leave early; students who leave the school during the day will need to sign out from the Front Office. Parents are encouraged to schedule appointments outside of school hours. If a student does need to leave school early, they will need to be picked up from the Front Office.

## **Absenteeism**

Unacceptable absenteeism will be addressed in the first instance by the class teacher when a student is absent for 5 days in a term. Continued or high level absenteeism will be followed up by leadership staff. Chronic absenteeism, is considered 10 days per term absence from school (80% attendance rate). Ongoing **unexplained** absences, or lack of cooperation regarding student attendance, will result in a formal attendance conference being organised.

## **Assistance**

Parents who have concerns about their child attending school should immediately contact the school to seek help. The following staff members can assist:

- Class teacher.
- Leadership staff.
- Student Support Worker.