

# Ingle Farm East Primary School



## Attendance Policy

Endorsed by Governing Council on February, 2017

Review date February 2020

## DECD REGULATIONS

A child who is at least 6 years old but not yet 16, is of compulsory school age. Every child of compulsory school age, irrespective of distance from school or whether the student has a disability or not, is required to be enrolled at a government or non-government school and must attend the school on every day instruction is provided at the school, unless the Minister or delegate, has granted an exemption from school attendance.

## OUR BELIEFS

Once they have been enrolled children are required to attend school for the entire day school is open for instruction.

At Ingle Farm East 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-3:05pm)
- ◆ 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 8:55am. Give the teacher a late slip
- ◆ If absent from school give the teacher a note from home.
- ◆ 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 (8:55am) 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/Skoolbag/email/text message 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.

Telephone: 8264 5166

Text Message: 0413 458 657

Skoolbag: eForms/Absentee Form

Email: dl.0925\_info@schools.sa.edu.au

- ◆ 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 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.
- ◆ Work with the school on intervention strategies to improve attendance

#### **Teachers Responsibilities:**

- ◆ Record absences and reason for absences in class room roll book.
- ◆ Record student lateness and keep a record of time of arrival in class room roll book
- ◆ Follow-up unexplained absences and lateness and continually update roll books.
- ◆ Document any communication regarding attendance (Contact with Parents/Carers re Student Absences).
- ◆ Follow Absence/Lateness Flow Chart.
- ◆ If unable to make contact with Parents/Caregivers notify Leadership.
- ◆ Discuss with the principal any suspicions of neglect and/or abuse that may require a mandatory notification.

#### **Senior Leader 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 2 times a month to identify students at risk. The attendance report will be produced at mid and end of each month. 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.
- ◆ Write articles for the newsletter regarding the importance for regular attendance and being on time for school
- ◆ Meet with the Student Attendance Coach once a term to:
  - ◇ Monitor school attendance
  - ◇ Develop/Review strategies to improve student attendance and lateness
  - ◇ Ensure that school is meeting their accountability requirements
  - ◇ Manage the referral process.

#### **Principal Responsibility:**

- ◆ The principal has delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one calendar month. Parents/caregivers should apply in writing and principals should advise approvals and non-approvals on school letter-head. 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 one calendar month, and for permanent exemptions, are to be set out on Form ED175 and forwarded to the District Office

## WHAT ASSISTANCE IS AVAILABLE?

- ◆ Class teacher
- ◆ Aboriginal Education Worker
- ◆ Senior Leader
- ◆ Principal
- ◆ Attendance Coach
- ◆ Aboriginal Inclusion Officer



### Some Benefits

**Parents/Caregivers will know that their children are safe at school and not at risk elsewhere.**

**By encouraging regular attendance parents will know that they have positively influenced their children's education and opportunities in life.**

**Any members of the school community who believes the school's Attendance Policy is not being supported or enforced appropriately please refer to the Grievance Procedure.**