



## 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

**EVANSTON GARDENS PRIMARY**  
**STUDENT NON ATTENDANCE AND LATENESS**

*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)*

<b>Parent contacted</b>	<b>Y</b>	<b>N</b>	<u>Was this</u>
<b>successful?</b>			

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