



# Attendance Policy

## Ridgehaven Primary School

Ratified: 16<sup>th</sup> May, 2016

Review Date: May 2019

### **DECD ATTENDANCE REQUIREMENTS**

A child who is at least six years old but not yet sixteen is of compulsory school age and must attend school on every day instruction is provided, unless the Minister has granted an exemption from school attendance.

If a child is enrolled prior to six years of age, they must attend school every day.

A child of compulsory school age who is absent from school without lawful excuse when the school is open for instruction is a truant. An allegation of truancy in respect of a child shall be dealt with in accordance with the Children's Protection and Young Offenders Act, 1979. Sections 74 to 81 of the Education Act apply.

The requirements below ensure that Ridgehaven Primary School is able to meet the requirements of the DECD attendance policy.

### **Rationale**

At Ridgehaven Primary School we are committed to educational excellence. We work in partnership with families to provide children with learning opportunities that will provide a solid foundation for their future. Research shows that success in learning is directly proportional to regular attendance and participation in education programs. The Ridgehaven Primary School Attendance Policy places priority on the early identification of non-attendance and irregular attendance, and outlines practices to support regular attendance of students in our school community.

### **Aims**

Some behavioural indicators of students at risk of not succeeding at school include:

- Absences from school
- Unexplained constant illness
- Absences from class
- Suspension in/out school
- Sick room use
- Non-participation and non-cooperation

Therefore at Ridgehaven Primary School we endeavour to support students to be at school each day, arriving on time and staying for the whole day.

### **Role of the Leadership team**

- Ensure that the attendance procedures and documentation is accurately completed.
- EDSAS records are updated and attendance procedures are followed, interventions and actions are documented and filed in student files.
- Complete processes for referral to attendance counsellor.
- Assess and authorise temporary absences and exemptions according to DECD guidelines.
- Promote attendance procedures.
- Relay the strong message of the benefits of attendance to the community in the forms of attendance pamphlet, Newsletter items, school website, acknowledgement of significant improvements, teacher discussions etc.
- Coordinate the implementation and review of the Attendance Action Plan (see APPENDIX A)

### **Role of Staff**

Staff are responsible for supporting the site's attendance policy for the site and will

- Provide a learning program that engages all students and offers opportunity for success, thus encouraging regular attendance.
- Mark roll books by 9:30am daily, and record attendances/absences according to DECD requirements and send to office as requested.
- Examine roll books for regular patterns of poor attendance or lateness and take appropriate action i.e. after 3 days lateness or absence speak with a member of the leadership team.
- Advise the Leadership Team of frequent or prolonged absences
- Provide work for students who are unable to attend school for acceptable reasons and for whom work is requested.

### **Role of Students**

Children enrolled in school have a responsibility for their attendance. The level of responsibility will be determined by the individual circumstances of the child. Children are expected to:

- Attend school regularly
- Be punctual
- Collect a late slip from the office if arriving after the 8:50am bell
- Engage appropriately in the education program

### ***Role of Parents / Caregivers***

Parents/Caregivers must enrol their child in an education program from 6 years (the age of compulsion). Once a child is enrolled, even if it is prior to their sixth birthday, they are expected to attend school regularly. The primary responsibility of a student's attendance rests with the parent/caregiver. Having positive parenting in relation to schooling helps children to appreciate the importance of education and learning. Good habits such as structure and routine in the mornings assist children in getting used to getting up and ready for school.

When Parents/Caregivers enrol their child at school they accept the responsibility to:

- Provide information that may assist in planning for the child's learning; for example medical conditions, family issues, developmental milestones
- Enable their child to attend punctually and regularly. At Ridgehaven Primary School children are expected to arrive at school no earlier than 8:35am and no later than 8:50am
- Provide an explanation to the school whenever their child is absent via a letter, a telephone call, personal contact, skoolbag form or a medical certificate.
- Sign out child via front office when collecting students before 3:00pm.
- Apply for an exemption whenever there is a planned absence such as a family holiday
- Let the school know if an extended absence is likely and negotiate with the class teacher if work is required
- When a child is late for school it is appropriate that the parent/caregiver explains the reason for the lateness and ensure a late slip is obtained from the front office
- Work with the school on intervention strategies to improve punctuality and attendance if required

### ***School reports***

School reports contain information about attendance data and punctuality for each student. These are sent home twice yearly.

### ***Evaluation***

This policy will be reviewed with students, parents and community input as part of the school's review cycle.

### ***Helpful Websites:***

<https://www.sa.gov.au/topics/education-skills-and-learning/schools/school-life/attendance-and-absenteeism>  
7.5.2016)

Attendance - Department for Education and Child Development

### ***Legislation***

Education Act 1972

# APPENDIX A



## 2016 Attendance Action Plan – Ridgehaven Primary School

Outcome	Targets for Improvement	Strategies	Personnel	Timeline	Resources & PD
<ul style="list-style-type: none"> <li>▪ A reduction in the number of student absences</li> </ul>	<p>Our target is to better our 2015 attendance total of 91.8% .</p>	<ul style="list-style-type: none"> <li>▪ Staff sends home the proforma seeking an explanation for unexplained absences</li> <li>▪ Front Office staff contact family when unexplained absence has been noticed 3 days in a row</li> <li>▪ Continue reporting the number of late arrivals and absences to parents in the mid and end of year reports</li> <li>▪ Print off and analyse Student Absences by Roll Class (StubDI02) in mid term 1, 2 and 3 and for Class teachers and/or leadership to follow up where appropriate</li> <li>▪ Continue to publish, via the school newsletter, articles about the benefits of regular attendance</li> <li>▪ Late arrival Slips will be issued by front office staff when an entry has been made on the system. The slip will be presented to class teachers to confirm an entry</li> <li>▪ Class teachers will maintain class rolls that are sent daily to the front office</li> <li>▪ Families encouraged to seek exemption status for family holidays by completing ED 175</li> <li>▪ ACEO to liaise with families before the start of each term</li> <li>▪ Engage with Attendance counsellor for support when necessary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Front office Staff</li> <li>▪ Class Teachers</li> <li>▪ Leadership Team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Annual Report</li> <li>▪ Mid Year Reports</li> <li>▪ End of year reports</li> </ul>	<ul style="list-style-type: none"> <li>▪ EDSAS data for monitoring, analysing and comparison of trends.</li> <li>▪ Staff revisits school's attendance policy.</li> <li>▪ Staff informed of process for accessing Attendance Counsellor</li> </ul>