



Lockleys North Primary School

55 Malurus Avenue, Lockleys SA 5032
Telephone: 8443 5544 | Fax: 8234 2576
Email: dl.0911.info@schools.sa.edu.au

Attendance Improvement Policy

DRAFT (ratified once DfE policy is finalised)

Rationale

Success in learning is directly related to regular and punctual attendance and participation in education programs. Non-attendance, partial and irregular attendance can be viewed as early indicators of the potential for disengagement from the education program. Absence from school can limit a student's achievement of essential knowledge and skills required for effective participation in work, relationships and active citizenship. The Department for Education (DfE) and Lockleys North Primary School, together with other government agencies and the community share a responsibility to support young people's regular attendance at school.

Legislation

The Education Act 1972 requires that children of compulsory school age be enrolled at school. A condition of that enrolment is that a student is required to fully participate in the education program arranged and approved by the enrolling school. Such participation is to include engagement and attendance as required by the program. 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 the school or whether disabled or not, is required to be enrolled at a government or non-government school, and is required to fully participate in the education program arranged and approved by the enrolling school.

Ensuring regular attendance at school is a shared responsibility between parents/caregivers and schools.

Parents/ Caregivers Responsibilities

Parents/caregivers must enrol their child in an education program from 6 years (the age of compulsion). When they enrol their child in a preschool or school they accept the responsibility to:

→ ***Enable their child to attend punctually and regularly on every day the education program is offered***

- ◆ Arrival time is between 8:30 and 8:45am
- ◆ Late arrivals (from 8:55am) go directly to the front office to sign in and collect a late slip to take to the class teacher
- ◆ **Lateness requires an explanation by the parent or caregiver**
- ◆ Early departures are also required to be registered at the front office and a early dismissal slip needs to be given to the class teacher

→ ***Provide an explanation to the preschool or school whenever their child is absent***

- ◆ The school requires an explanation **for all** student absences via phone call, email, written note or a medical certificate. **After 3 days of unexplained absences a written explanation is required.**
- ◆ Parents/caregivers are to advise the school if an extended absence is likely, and are required to complete an exemption form from the front office

→ Work with the school on intervention strategies to improve attendance





Lockleys North Primary School

55 Malurus Avenue, Lockleys SA 5032
Telephone: 8443 5544 | Fax: 8234 2576
Email: dl.0911.info@schools.sa.edu.au

Teacher Responsibilities

- Monitor children's attendance via Sentral
- Submit Sentral roll by **9:10 am each morning**. This is vital for office absence follow up.
- **Send any late student without a late slip, to the office immediately**
- Record absences and reasons on Sentral
- If a student has continued or prolonged unexplained absences (3 days), contact the family to verify reasons for absences and /or to offer support. Record actions taken.
- Discuss attendance concerns with Leadership, forwarding any communications you may have had with the family
- Coordinate a collection of work for students who are unable to attend school and /or when work is requested

Front Office Responsibilities

- Enter details on Sentral for students who arrive late or leave early to sign in or out
- Inform leadership and classroom teachers if students consistently arrive late, too early, leave early or who have continued or multiple absences
- Send late slips with late arrivals back to class so attendance records can be modified accurately
- At the end of each term generate parent letters on Sentral for students with 10 or more absences and partial days

Leadership Responsibilities

Principals and members of the school leadership team are responsible for ensuring that the attendance of all children and students is maximised and will:

- Ensure the maintenance of attendance records
- Ensure intervention is documented
- Monitor and analyse attendance data and report to the school community through the site's annual report
- Ensure procedures, including parent/caregiver notification and home visits, are in place to follow up non-attendance
- Ensure intervention in schools occurs after 10 days of accumulated absence, or sooner if the student has a poor attendance record
- Make referral to, and seek support from, agencies and support services when a learner's pattern of attendance becomes irregular
- Remain engaged with the family throughout the referral and case management process undertaken by DfE Support Services
- Contact parents/ caregivers if teacher unable to make contact
- Provide temporary exemptions as required for periods of less than 12 months. Approvals to be documented on Exemption Form ED175, signed by principal and kept in front office; or if for over one month forward to the Director, Programs and Region Management. If exemptions sought are permanent or in excess of 12 months the principal is to endorse and forward form ED175 the Director, Programs and Region Management.

