



Government of South Australia
Department for Education and
Child Development



NAME OF POLICY	ATTENDANCE POLICY
RATIONALE	For students to have maximum benefit from their education experiences, they need to participate fully in the learning opportunities being offered in the school. To do this they need to attend school regularly and arrive punctually at the beginning of the day In South Australia it is compulsory for children to attend school between the ages of 6 and 16.
PUBLICATION DATE	MAY 2015
REVIEW DATE	MAY 2018
RELATED POLICY	DECD ATTENDANCE POLICY

ATTENDANCE POLICY

RESPONSIBILITIES

Students

- To attend school every day and to be on time unless they have a valid reason e.g. illness, medical appointments or family reasons.
- To provide a written explanation to the teacher for their absence/lateness (written communication from parents/caregivers is essential for legal requirements) unless a phone call to the school has already happened. It is preferred that notes be on separate pieces of paper for ease of storage however, diary or communication book notes should be photocopied and archived.

Parents

- To actively encourage their child to attend school on a regular basis
- To support their child in arriving at school punctually
- To notify the classroom teacher/school of any absences/lateness through a phone call or in writing.
- For any absence (3 days or more) other than illness, an exemption form needs to be completed

Explanation of absence - as per DECD guidelines

A lawful excuse for the absence from school of a child of compulsory school age when the school is open for instruction shall be that the child was prevented from attending school on the occasion in question by sickness, danger of being affected by an infectious or contagious disease, or temporary or permanent infirmity or by any other unavoidable and sufficient cause.

School

- After attending to each roll book, the families of all students who are absent and coded as unexplained receive a phone call from the school. (Daily)
- If we are able to make contact and get an explanation, it is entered onto EDSAS immediately using the correct code.
- If there is no contact to the family made, a note to the teacher is pigeon holed for further follow up.
- Roll books are checked by teachers to make follow up calls, if the absence is unexplained.

Teachers

- To keep accurate attendance records in the roll book in accordance with DECD guidelines.
- To communicate with parents/caregivers of children arriving late or not attending e.g. ED170, letter in communication books, phone call and to record this in the communication record.
- To contact parents/caregivers after any unexplained absence without any communication.
- To reinforce a classroom expectation that students will be punctual.
- To keep the Principal / School Counsellor informed of unsatisfactory attendance/punctuality.
- If given a verbal reason for absence, it needs to be recorded in the communication record (for the counsellor)

Principal / School Counsellor

- to follow up on unsatisfactory attendance/punctuality
- to inform classroom teacher of progress or further action
- to refer continuing problems to DECD Regional Attendance Officer for further action.

Attendance/Dismissal times

- 8.30a.m. Children allowed on school grounds.
- 8.45a.m. Movement to class bell.
- 8.50a.m. Day begins – Roll Call
- 3.10p.m. Dismissal

Exemption form attendance

Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods up to one calendar month. Parents/guardians or caregivers should apply in writing and principals should advise approvals and non - approvals on school letterhead.

The Executive Director of Schools, on recommendation of the District Director approves temporary exemptions exceeding one month and exemptions for the purpose of Home Schooling.