

## ATTENDANCE POLICY

### Purpose

The South Australian Government has identified improved attendance as a priority for the Department for Education schools.

A child who is between 6 years and 16 years is required to attend school. This is irrespective of distance from the school or whether or not the student has a disability. These students are required to be enrolled at a registered or non-government school and must attend the school on every day instruction is provided at the school for the child, unless the Minister has granted an exemption from the school. The primary responsibility for meeting this legal requirement rests with the parent/caregiver.

### Rationale

The responsibility for enforcing school attendance is with the Department for Education. The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance. Regular attendance has significant benefits for students, educators, parents and the community.

### Recording Student Attendance

Attendance is recorded through EDSAS each school day. Attendance taken during the morning period is imported into EDSAS for Department for Education/Centrelink purposes. Specific codes are used to identify the different reasons why students may be absent.

Attendance is taken by teachers using roll books.

### Reasons for absence

It is the parent/caregiver's responsibility to communicate all reasons for absence directly to student reception either by:

- Telephone: 85830239 or mobile 0488 810 149
- Note from parent/ caregiver in communication books.

An SSO will forward the message on to relevant teachers.

### Monitoring Attendance Data

The Principal will monitor student attendance. If a student has an unexplained absence an SMS will be sent to the parent/caregiver requesting a response. Where a pattern of non-attendance is identified then appropriate action will be taken which may include parent/caregiver contact and/or referral to the Department for Education attendance officer.

### Recording Student Lateness

Parents with students who are late to school are required to sign the student in using the Front Office sign in book. This is entered into EDSAS weekly.

Leaving school during the day

All parents who collect students throughout the day must sign student in or sign out. This is entered into EDSAS weekly.

Release date:	Term 4 2021
Review date:	Term 4 2024