



FORBES PRIMARY SCHOOL

80 Thomas Street, South Plympton. S.A. 5038
Ph (08) 8293 4343 (08) 8293 7181 Fax (08) 8297 0604
Courier Inner South Metro
www.forbesps.sa.edu.au

ATTENDANCE POLICY AND PROCEDURES reviewed October 2013

INTRODUCTION

At Forbes Primary School we provide a safe, success oriented and caring environment. We know that students who attend school actively participate and gain maximum benefit from schooling. They are organised, ready to learn and have access to the teaching and learning continuum for all areas. Regular school attendance enables children to access a full education and to reach their full potential. School staff set an example for students, and encourage and emphasise attendance and punctuality.

Our aim is to ensure that all students can access equitable education outcomes. Monitoring school attendance enables identification of students at risk and allows for early intervention strategies. The early detection and assessment of the causes of non-attendance and the provision of organisational structures, which are responsive to the needs of students, are vital.

All members of the school community are expected to meet the legal requirements of attendance and work to the best of their ability and skills as best as possible.

Every child who is 6 years but not yet 17 years is of compulsory school age, irrespective of distance from the school or whether the student has a disability or not. These students are required to be enrolled at a registered school and must attend school on every day instruction is provided unless the Minister has provided an exemption from school attendance.

The primary responsibility for meeting this legal requirement rests with the parent/guardian.

The responsibility for enforcing school attendance rests with the Department for Education and Child Development (DECD). DECD employees therefore have a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

RESPONSIBILITIES

Parent/ carer responsibilities

- Parents/ caregivers are responsible for their child's travel to and from school.
- Children must arrive at school between 8.30 and 8.45 am (except on Breakfast Club mornings when they may be at school between 8.00 and 8.30am if they are attending Breakfast Club).
- Children must attend school every day, for the entire time instruction is offered, unless the school receives a valid reason from the parent/caregiver for the child being absent or late (eg illness, medical appointments).
- For each absence the parent/caregiver must provide the school with an appropriate explanation for a student's non –attendance. Usually this comprises a letter or telephone call from the parent/ carer or a medical certificate or written explanation for absences three days or longer.
- When a student is late for school it is **an expectation** that the parent/carers explains the reason for the lateness in person or in writing. Student explanations are not acceptable. This information is recorded at the front office and a "late note" is given to the student to take to their teacher.
- Parents/Caregivers must let the school know if an extended absence is likely, and if the school needs to arrange work for the child at home.

Permission must be sought from the Principal if the student is going on an extended family holiday.

Teacher responsibilities

- Accurately record each absence with reasons for the absences and send the Absence Folder to the front office each day as early as possible.
- Office staff attempt to contact the parents/caregivers via phone on the third consecutive unexplained day of absence and record in the notes section of the Attendance Folder. Record date and time of attempted calls and record reason if one given. Request doctor's certificate if appropriate.
- Monitor attendance and alert the leadership team if concerns persist, with ongoing and / or irregular attendance.
- Discuss with leadership team if further action is required.

Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.

Leadership Team's responsibilities

- Ensure that the EDSAS roll is accurately completed.
- Complete the letter regarding the absence of a student and send it home to the parent/caregiver. (via post)
- Document intervention strategies such as home visits, telephone calls, meetings etc and include these in the student file.
- Have a pre-referral conversation/email with the Student Attendance Counsellor (SAC) prior to making a referral.
- Make a referral to the SAC through EDSAS.

Authorisation and Exemptions

- The principal has the delegated authority from the Minister to approve an exemption from school for periods up to one calendar month. Parents/caregivers should apply in writing to the principal for this approval. The principal should advise the parents/ caregivers in writing of approval or non-approval and a copy should be filed in the school files.
- Applications for exemptions exceeding one calendar month are to be completed on Form ED 175 and forwarded to the Manager, Regional Support Services.

