



ATTENDANCE POLICY

Ratified June 2015

*All children have the right to learn
Everyone is treated respectfully
We all have the right to feel safe*

WE VALUE:

*Teamwork, Respect, Responsibility,
Persistence and Honesty*

At Geranium Primary School we provide a safe, success oriented and caring environment. We believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling. Parents/Caregivers and schools work in partnership to provide students with learning opportunities that will provide a solid foundation for the future. Our aim is to ensure all students can access equitable educational outcomes. Monitoring of school attendance enables identification of students at risk and the early implementation of intervention strategies. We believe the early detection and assessment of the causes of school non-attendance are crucial to every student's educational development. Student attendance is everyone's business.

ATTENDANCE REQUIREMENTS

A child who turns 5 before May 1st will start school in Term 1 of that year and a child who turns 5 after May 1st of that year will begin school the following year in Term 1. Children from that age but not yet 17 are of compulsory school age. Every child of compulsory school age, irrespective of distance from school or whether the student has a disability or not, is required to be enrolled at a school and must attend the school on every day, or for such parts of every day, as instruction is provided at the school for the child, unless an exemption from school attendance has been granted. If parents or guardians wish to take their child out of school temporarily or permanently, they must apply for an exemption. Students must attend school regularly until the exemption has been approved. (Education Act 1972)

The primary responsibility for meeting this legal requirement rests with the parent/guardian. The responsibility for enforcing school attendance is with the Department for Education and Child Development. The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

School commences:	8:40am
Recess:	10:30am – 11.00am
Lunch:	1.00pm – 1:50pm
Dismissal:	3:20pm

A student is considered late when they arrive after 9.00am and the early departure time is any time prior to 3.20pm.

RESPONSIBILITIES

Students

- Attend school regularly on every day the school is open
- Be punctual in arriving at school, between 8.15 and 8.40am
- Participate appropriately in the school's programmes and activities

Parents/Caregivers

- Enable their child to attend punctually and regularly on every day the school is open and to participate appropriately in the school's programmes and activities
- Provide an explanation to the school whenever their child is absent
 - Notify the school of any absences by phone call before 9.15am on the day of the absence and then follow up with a written explanation
 - When a student is late for school, explain the reason for lateness, in writing
- Work with the school on intervention strategies to improve attendance
- Let the school know if an extended absence is likely or an exemption from school form is required

Teachers

- Provide a relevant and dynamic learning program that seeks to engage all students and offers opportunity for success, thus encouraging regular attendance
- Record attendances/absences according to DECD requirements
- Contribute to the analysis of attendance trends and the development and implementation of a school Attendance Improvement Plan if needed
- Implement school procedures, including parent/caregiver notification, to follow up non-attendance
 - Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.
 - Inform the Principal of any concerns about attendance, and in particular when a student is absent, without a reasonable explanation, for 3 consecutive days or if an irregular attendance pattern is identified e.g. 5 days in 2 weeks
- Work with parents/caregivers and government agencies to support learners' regular attendance in the education program
- Refer all students who are required to attend school with unsatisfactory attendance to student attendance counsellors if the actions above have proved unsuccessful
- Liaise with the student, the family, any involved agencies and the student attendance counsellor once a referral is made

Principal

- Ensure the EDSAS Roll is accurately completed.
- Develop and implement the site's Attendance Improvement Plan if needed
- Ensure the maintenance of attendance records
- Ensure intervention is documented, including strategies, phone calls, conversations with parents/caregivers and student
- Monitor and analyse attendance data and report to the school community through the site's annual report
- Ensure procedures, including parent/caregiver notification are in place to follow up non-attendance
- Ensure intervention in schools occurs when a student is absent, without a reasonable explanation, for 3 consecutive days or if an irregular attendance pattern is identified e.g. 5 days in 2 weeks.
- Make referral to, and seek support from, agencies and support services when a learner's pattern of attendance becomes irregular
- Ensure that the analysis of data is used effectively to inform action at the site with the involvement of the school's community
- Remain engaged with the family throughout the referral and case management process undertaken by DECD Support Services
- If the child is Aboriginal, contact Aboriginal Services Engagement Officer (ASEO) at the Murray Bridge Support Office, immediately the non-attendance is apparent.

FLOWCHART FOR MANAGING ATTENDANCE ISSUES.

