



Owen Primary School

Fourth Street, Owen, S.A. 5460

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ATTENDANCE POLICY

At Owen Primary School we believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling and reach their full potential. Our aim is to ensure all children can access equitable educational outcomes. Monitoring of attendance and punctuality identifies students that are at risk and allows the implementation of intervention strategies. Student attendance is everyone's business and all members of the school community are expected to meet the requirements of attendance. Staff continue to work with the school community to provide a safe, caring and success orientated environment.

DECD requirements

A child between 6 and 16 is of compulsory school age. All children are required to be enrolled at a registered government or non-government school and must attend every day that instruction is provided, unless prior exemption has been sort. The responsibility for enforcing school attendance is with the Department of Education and Children Department. The Department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

Parent/Caregiver's responsibilities

- + Parents/Caregivers are responsible for getting their children to and from school on time
- + Children are expected to arrive between 8.40am and 9am, unless they are bus students
- + Children must attend school every-day that instruction is offered
- + Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance within a reasonable time. Ideally for safety reasons this explanation should be on the day of absence or within 3 days. This needs to be a written note or a telephone call from a Parent/Caregiver or a medical certificate
- + When a student is late for school the Parent/Caregiver needs to explain the reasons for lateness: either by telephone call or written note or a personal visit to the front office.
- + Parents must let the school know if an extended absence is likely .i.e 5 days or longer. If the school needs to arrange work at home for students, teachers require three days' notice to prepare this work.
- + If an absence from school for longer than one month is required parents are to let the school know ASAP so approval from the Regional Director can be sought.
- + Work with the school on intervention strategies to improve attendance.

Teacher's responsibilities

- + Provide a relevant and engaging learning environment that seeks to engage a ll students and offers opportunity for success, thus encouraging attendance
- + Monitor each child's attendance
- + Record absence and reason for absence in the class absence folder and send to front office by 9.15am each day
- + If there is no explanation from the Parent/Caregiver regarding a student absence or lateness for that day the teacher will:
 - Speak with the secretary to check for messages
 - If after 3 days no explanation has been received, teacher should contact Parents/Caregivers **and notify the Principal**
- + Where a student has patterns of non-attendance documents and details of any strategies/interventions and include in their file. Inform Principal of action taken.
- + Make Mandatory Notification as appropriate, document and store as per DECD procedure.

Principal's responsibilities

- + Ensure that EDSAS roll is accurately completed
- + Ensure intervention occurs after 10 days of accumulated absence or sooner if a poor attendance record is evident
- + Principal will refer the matter to the Regional Student Attendance Officer if attendance issues are not resolved
- + Principal has authority to approve applications for exemption from school attendance for periods of up to a month. Copies of signed approvals to be kept in student's file
- + Application for exemption from school attendance for periods over a month need to complete a ED175 (Application for Exemption from School Attendance) and forwarded to the Regional Director for approval.
- + Ensure that notifications about suspicions of neglect and/or abuse are made in addition to a referral to Regional Support Services.

Policy endorsed by Governing Council on 27th Nov 2012
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Government of South Australia
Department for Education and
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