



## ATTENDANCE POLICY

### VISION:

At Angaston Primary School, we are dedicated to working in partnership with families to provide children with learning opportunities and positive student engagement.

### STATEMENT:

Students need to attend school regularly in order to maximise their learning potential. Regular attendance enables children to confidently engage with the curriculum, establish positive relationships and develop a sense of belonging.

Monitoring of school attendance enables identification of students at risk and the early implementation of intervention strategies. All members of the school community are expected to meet the requirements of attendance by using the attendance procedures at our site.

### RESPONSIBILITIES:

#### FAMILIES

- Children must arrive at school between **8.40 and 8.50am**.
- Children must attend school every day unless the school receives a valid reason for being absent.
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises communication by phone, Skoolbag, SMS via Academy, or a medical certificate.
- When a student is late for school, it is a requirement that parents/caregivers sign in and explain the reason for lateness.
- Parents/caregivers must let the school know if an extended absence is likely. An exemption form is required; these are available from the front office.

#### SCHOOL

- Monitor each child's attendance.
- Rolls processed via Academy by 9.10am daily. SMS sent to the family regarding unexplained absence.
- Any unexplained absence requires communication from home via a phone call, note in the child's diary/communication book, Skoolbag or SMS.
- The front office records an explanation in Academy.
- The class teacher will make home contact on the **third consecutive day** of unexplained absences. For students with a pattern of regular in-attendance, contact will be made more frequently. Document any strategies/interventions and include in student's file.
- Chronic in-attendance will be referred to a member of the Leadership team, and further support or information sought if needed from the Social Worker for Truancy.

### ABSENCES/LATE ARRIVALS/EARLY PICK UPS:

- Lesson times are from 8.50am – 3.05pm (classroom doors are open from 8:40am).
- A teacher is on duty from 8.20am for students to begin arriving at school.

- If a student is going to be away please ring the school, use Skoolbag or reply to Academy.
- If a student is late arriving to school they must report to the office if it is after 8:50am and sign in.
- Parents/caregivers must report to the office before collecting a child to leave school early and sign out.
- The school will contact parents/caregivers if any absence is unexplained or when regular absences occur.

#### **DEPARTMENT OF EDUCATION AND CHILD DEVELOPMENT:**

Where chronic non – attendance (10 days or more in a term) does not improve with school support, the school will make a referral to the Department of Education’s – Social Worker for Truancy. They will then work with the family on the issues and barriers for non – attendance, and work with the family and school collectively to address these issues and improve attendance.

#### **LEGALITIES:**

##### AGE OF COMPULSION

The implementation of the Compulsory Education Legislation requires all young people between the age of 6 and 17 to participate in a full time approved learning program which is education or training delivered through the school, university or registered training organisation, an apprenticeship or traineeship or a combination of these.

## Angaston Primary School ATTENDANCE FLOW CHART

Online roll entries made daily by the class teacher via Academy by 9:10am. Students who arrive after 8:50am are required to sign in at the front office.



SMS are sent via Academy to the family of an absent student.



Any unexplained absence requires communication from home via a phone call, note in the child's diary/communication book, Skoolbag or SMS.



Reason for absence provided



Explanation is recorded by the front office OR if the class teacher has received an explanation, they report it to the front office or change the roll to reflect the response



EDSAS updated to reflect the reason

It is the responsibility of the class teacher or front office to make any changes to the roll book DAILY.

This is a **LEGAL** document. Accurate documentation is vital for;

- Tracking attendance issues
- Custody issues
- Court proceedings etc

At the end of each term, rolls are signed by the class teacher to verify the data is accurate.



No reason provided



Remains unexplained



3 or more 'unexplained' absences, parents are contacted by the **class teacher**. If this is a regular occurrence with absences, the Leadership team will contact the parents via phone, SMS or home visit.



If no response or explanation is received and there are 10 unexplained absences in a term  
OR  
there is a pattern of absences the class teacher and Leadership team will follow up with the family and the Social Worker for Truancy.