



# Attendance Policy & Procedures

2019.1

## Rationale & Beliefs

*At Nairne School we believe schools should 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. Regular attendance enables children to access a full education, supporting them to reach their full potential. School staff will encourage and emphasize the importance of attendance and punctuality.*

Our aim is to ensure all children can access equitable educational outcomes. Monitoring of school attendance enables identification of students at risk and the early implementation of intervention strategies. We believe that the early detection and assessment of the causes of school non-attendance and the provision of organizational structures, which are responsive to the needs of students is vital.

**Student attendance is the school community's responsibility** i.e. staff, students and parents.

## Responsibilities & Procedures

A child who is at least six years old and not yet sixteen is of compulsory school age (from 1/01/03) and, irrespective of distance from the school, is required to be enrolled at a registered government or non-government school. They must attend the school on every day that instruction is provided for the child, unless the Minister has granted an exemption from school attendance. Children under six years of age and not under compulsion are required to attend school for the entire day school is open for instruction once enrolled.

The primary responsibility for meeting this legal requirement rests with the parent/caregiver. The responsibility for enforcing school attendance is with the Department of Education and Children's Services (DECD). The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

## Parents' Responsibilities

- Parents/caregivers are responsible for getting their children to and from school.
- Children must arrive at school between 8.25am and 8.45 am
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (e.g. illness)
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter, phone call or a medical certificate.
- When a student is late for school he/she must report to the front office and sign in giving a reason for the lateness.
- Parents/caregivers must let the school know if an extended absence is likely or if the school needs to arrange work at home.

## Teachers' Responsibilities

- Monitor each child's attendance.
- Record absence and reason for absence into Sentral (electronic student management system) on classroom iPad. A roll-sheet is printed off for TRT's to complete in teacher's absence each morning. EDSAS records only lateness but not time. If concerned keep a record of late arrival.
- Alert leadership team if there are concerns if a child is absent for 3 or more consecutive days or if there are patterns for non-attendance.
- If requested provide work for students who are unable to attend school for valid reasons.

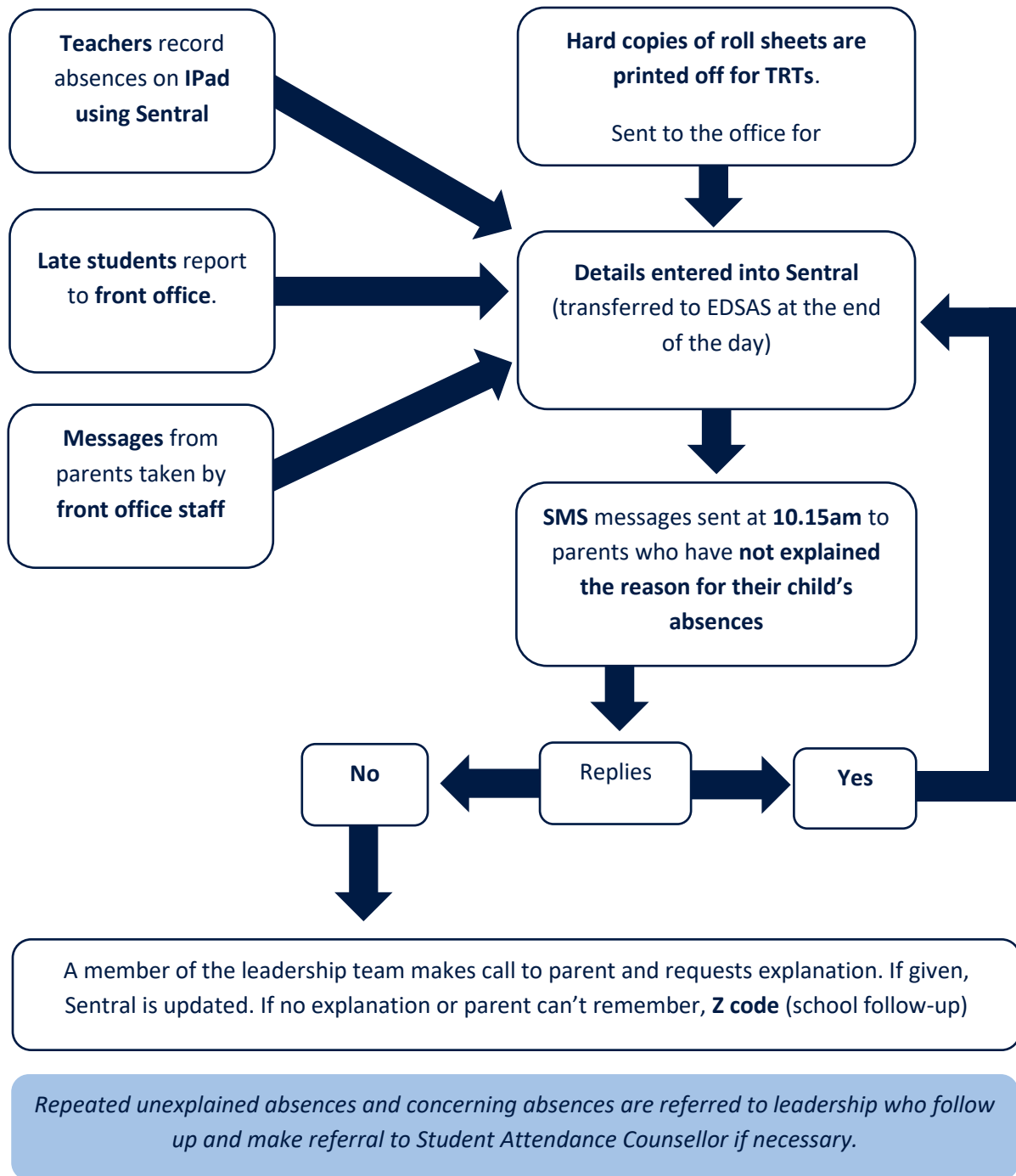
## Leadership Team's Responsibilities

- Ensure that Sentral roll is accurately completed
- The leadership team should document interventions, strategies, home visits, phone calls and include in student's file.
- The leadership team will refer the student to the Attendance Counsellor.
- Principals have delegated authority from the Minister to approve applications for temporary exemptions from school attendance.
- All applications for exemptions exceeding one month and permanent exemptions are to be set out on Form **ED175** and forwarded to the Student Attendance Counsellor.
- Attendance is monitored systematically twice a term and families are contacted in regards to attendance concerns.

## Recording of Attendance

Recording of absences is the responsibility of an SSO using Sentral. SMS text messages are sent to parents who have unexplained absences. See Flowchart below. At the end of each day absence data is exported from **Sentral** into EDSAS and any changes thereafter need to be made in both Sentral and EDSAS.

### Process to Record Absences



### Links to Departmental Documents & Policies

[education.sa.gov.au](http://education.sa.gov.au)

Supporting Students – Attendance at School  
 Attendance Matters in South Australian Schools (2018)  
 Attendance Support for Families

Publication Date	Version	Revisions	Review Date
Aug 2019	2019.1	2017.1 (Nov) 2019.1 (Aug)	Aug 2021