



Fly high - See far

## POONINDIE COMMUNITY LEARNING CENTRE

### ATTENDANCE POLICY

At Poonindie Community Learning Centre we believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling to 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 according to DECD targets.

#### **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 sought. The responsibility for enforcing school attendance is with DECD. DECD 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
- Ensure that their child signs in/out at the front office if leaving the school site before dismissal and/or arriving late
- Children are expected to arrive between 8.30 and 8.50 unless they are bus students who arrive before 8.30 each day
- Children are expected to attend school every-day that instruction is offered
- Parent/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, a telephone call or a skoolbag message from the parent/caregiver or a personal visit to the front office.
- Parents must let the school know if an extended absence is likely ie. 5 days or longer. If the school needs to arrange work for time the student is absent, at least 3 days notice to the class teacher is required.
- If an absence from school for longer than one month is required parents are to let the school know ASAP so approval can be sought from appropriate DECD personnel
- 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 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 9.30 am 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 Front Office personnel to check for messages, if after 3 days of 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.
- Remind parents who deliver children late to school or pick up children early, that they are required to sign their children in/out of the site via the Front Office.

### **Principal's responsibilities**

Principals are responsible for ensuring that the attendance of all children and students is maximised and will:

- Develop and implement the site's Attendance Improvement Plan
- Ensure the maintenance of attendance records
- Ensure intervention is documented
- Monitor and analyse attendance data and report to the school community through the site's annual report
- Ensure procedures, including parent/caregiver notification and home visits, are in place to follow up non-attendance
- Ensure intervention in schools occurs after 10 days of accumulated absence or sooner if the student has a poor attendance record
- 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 preschool's or school's community
- Remain engaged with the family throughout the referral and case management process undertaken by DECD Support Services
- Ensure that notifications about suspicions of neglect and/abuse are made in addition to a referral to Regional Support Services.

Policy Ratified by GC: October 21st, 2015

Reviewed: June 2018



**Government of South Australia**  
 Department for Education and  
 Child Development

Attendance Procedures at Poonindie Community Learning Centre



