

Attendance Policy and Procedures

This procedure is applicable to: all Department for Education employees at Paringa Park Primary School.

Document control

Managed by: Principal	Responsible position: Principal	Version: 2
Contact person: Jon Osborne	Approved by: Governing Council	File path: K drive/ns/policies/Attendance Policies and Procedures
Contact position: Student Wellbeing Leader	Date approved:	Status: Active
Contact number: 8296 8904	Next review date: 2021	Security classification: Open to all

1. Title.....	3
2. Purpose.....	3
3. Scope.....	3
4. Objectives.....	3
5. Procedure detail.....	3
6. Roles and responsibilities.....	4
7. Monitoring, evaluation, review.....	5
8. Definitions and abbreviations.....	5
9. Associated documents.....	5
10. References.....	6

Revision Record

Date	Version	Revision description
1/4/19	2	Amendment to section 6 <i>Roles & Responsibilities – Teacher</i> clarifying times that children will be marked as late, early departure, or half day absence Addition of Late Arrival/Early Departure Summary

1. Title

Paringa Park Primary School Attendance Policy & Procedures

2. Purpose

To provide the legal framework and school procedures for managing children's attendance at school.

3. Scope

This policy and procedures explains our beliefs about school attendance underpinned by research, the responsibilities for ensuring children of compulsory school age attend school and document procedures for absences.

4. Objectives

To clearly articulate to the school community the role and responsibilities of parents and staff regarding the attendance of children at school according to the *Education Act 1972*.

5. Procedure detail

A child who is at least 6 years old but not yet 16 are of compulsory school age. Every child of compulsory school age, irrespective of distance from the school or whether disabled or not, is required to be enrolled at a government or non-government school, or the Open Access College, and is required to fully participate in the education program arranged and approved by the enrolling school.

At Paringa Park Primary School we aim to provide a safe, positive, success oriented and caring environment. For children to gain maximum benefit from schooling they need to regularly attend school. Regular attendance enables children to access and participate in a full education therefore maximising opportunities to reach their full potential. Staff promote exemplary attendance with their students through encouraging engagement in learning and emphasising attendance and punctuality.

Research indicates that children who are absent for more than 10 days per years are disadvantaged both educationally and socially. Some of the effects experienced by these children include:

- gaps in knowledge and understanding resulting in missing basic concepts
- lack of continuity and familiarity resulting in children feeling less secure within the school environment
- loss of opportunities for play activities which improve social, emotional and cognitive development
- missing out on learning important basics such as class rules and behaviour norms
- believing that punctuality and attendance are not important
- inability to develop and maintain friendships
- loss of self-esteem and confidence
- increased likelihood of leaving secondary school early.

Monitoring of school attendance enables identification of children at risk, as does the early implementation of intervention strategies and support. All school staff and parents/carers have a responsibility for the detection and assessment of the causes of school non-attendance. All members of the school community are expected to meet the requirements of attendance and work to the best of

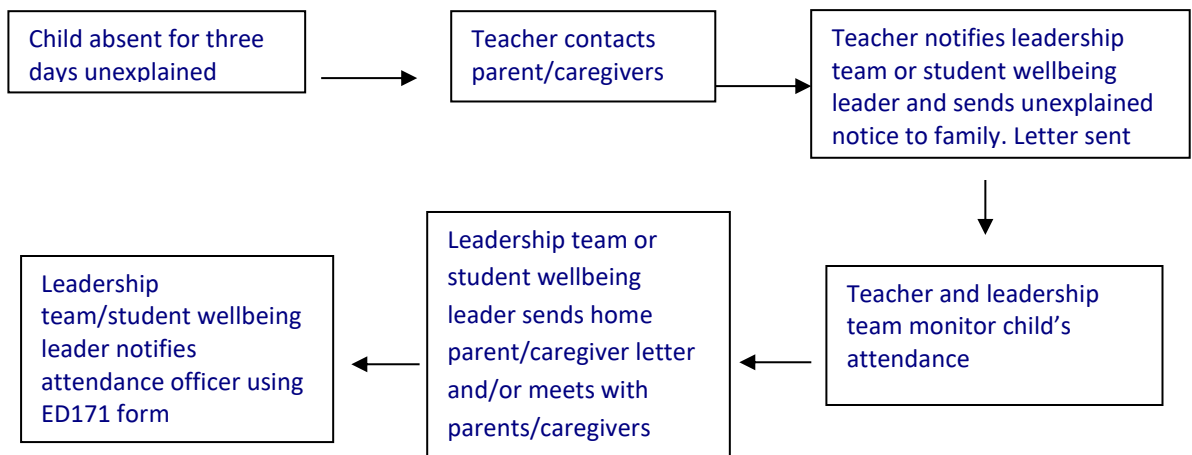
their ability to maintain attendance for all children as close as possible to 100%. Children’s attendance at school is everyone’s business.

6. Roles and responsibilities

Party / parties	Roles and responsibilities
Parents/caregivers	<ul style="list-style-type: none"> • transporting their children to and from school • ensuring children arrive at school between 8.30 and 8.45am • children attend school on every day when instruction is offered, unless the school receives a valid reason for their absence • provide the school with an appropriate explanation for the child’s non-attendance prior to 9am. This usually comprises of a letter, text message or a telephone call from a parent/caregiver or a medical certificate. After three days of non-attendance, a written explanation is required. • chronic and habitual non-attendance of a child of a compulsory school age is an offence. Parents are liable to a penalty. • after 8.45am explain why their child is late to school when signing in at the front office and collecting a yellow LATE slip which must be given to the teacher on arrival at their class • prior to 3.05pm if collecting their child you must sign out at the front office before collecting your child, collect an orange EARLY DEPARTURE or APPOINTMENT SLIP to give to the teacher • informing the school if any absence is likely or if the school needs to arrange work at home for children • complete an Application for Exemption Form (ED175) if their child is to be absent for a period of more than 5 school days and submit this to the front office for approval by the principal. Forms are available from the front office.
Teacher	<ul style="list-style-type: none"> • monitor each child’s attendance and mark rolls, using procedural codes on Sentral by 9.00am daily • record absences and reason for absences (if known) on Sentral by 9.00am daily • record children as late from 8.45am onwards, and direct children/parents to sign in as late in the front office with an explanation (children who arrive between 8.45am and 10.05am will be recorded as late; children who arrive after 10.05am or depart before 1.35pm will be recorded as a half day absence; and children who depart between 1.35pm and 3.05pm will be recorded as an early departure) • contact parents if a child has 3 days of unexplained absence and record in Sentral • alert the principal, deputy principal or student wellbeing leader if child is absent for more than 3 days • keep copies of reasons, notes, phone calls on Sentral, ensure they are dated • regularly communicate with families about successful school/class activities • to use Sentral to record and monitor children absences • coordinate the collection of work for children who are absent and work is requested • ensure Sentral roll book is completely accurate • ensure that parents of children leaving early have provided an orange EARLY DEPARTURE AND APPOINTMENT slip.

Leadership (including student wellbeing leader)	<ul style="list-style-type: none"> analyse and monitor attendance data to establish benchmarks and improvement targets complete the letter regarding the on-going absence of a child and send home to a parent/caregiver as required promote school attendance incentives and document interventions, strategies, phone calls approve applications for temporary exemption (principal/deputy principal) develop and implement strategies in regards to the Attendance Improvement plan as per Department for Education and Site Strategic plan.
--	--

Procedure summary



Late arrivals / early departures summary

Arrival/Departure Time	Absence Type
Child arrives after 8:45am but before 10:05am	Late arrival
Child arrives after 10:05am	Half day absence
Child departs before 1:35pm	Half day absence
Child departs between 1:35pm and 3:05pm	Early departure

7. Monitoring, evaluation and review

This policy will be reviewed bi-annually or as required and changes approved by governing council.

8. Definitions and abbreviations

Term	Meaning

9. Associated documents

Guidance documents

See the following documents for further advice and guidance:

[Attendance in Schools](#)

[Attendance Policy](#)

[Attendance requirements for schools policy](#)

Related information

When your child misses just ...	That equals ...	Which is ...	And therefore, from reception to Year 11, that is ...
10 minutes a day	50 minutes of learning every week	Nearly 1 ½ weeks per year	Nearly half a year of learning
20 minutes a day	Over an hour of learning every week	Nearly 2 ½ weeks per year	Nearly a year of learning
½ an hour a day	Half a day of learning every week	4 weeks per year	Nearly 1 ½ years of learning
1 hour each day	1 whole day of learning each week	8 weeks per year	Over 2 ½ years of learning

10. References

www.legislation.sa.gov.au

Daraganova, G; Mullan K and Edwards B

Occasional Paper No. 51 Attendance in Primary School: factors and consequences

www.dss.gov.au