

# Roseworthy Primary School

*Together we learn, together we grow*

## Attendance Policy

### **Belief statement:**

At Roseworthy Primary School we aim to provide an education for children from Reception to Year 7 which focusses on providing children with their primary education, preparing them for secondary education, life long learning and responsible participation in the wider community.

We believe students need to attend school regularly in order to participate fully, gain maximum benefit from their schooling and to reach their full potential.

We monitor school attendance in order to identify students at risk. We believe that the early detection and assessment of the causes of school non-attendance and the provision of organisational structures to support improved attendance are vital.

A child who is at least six years old, irrespective of distance from the school, is required to be enrolled at a registered government or non government school and must attend the school on every day instruction is provided at the school 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 Child Development. The Department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance. All members of the school community are expected to meet the requirements of attendance and work to the best of their ability and skill as consistently as possible. Student attendance is everyone's business.

### **Starting School at Roseworthy Primary School**

From 2014, South Australia has had the same first day of school for all children – the beginning of Term One. Having the same first day of school ensures that every child is guaranteed four terms of Reception before they go on to the rest of their primary schooling. It will also mean a more stable environment for children with fewer changes to classes throughout the year.

Where a child turns five before May 1, they will start school on the first day of Term One of that year. Where a child turns five on or after May 1 they will start school on the first day of Term One the following year. From 2014 the minimum age for starting school is four years and eight months.

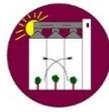
The web address for the DECD starting school calculator is as follows:  
<http://www.earlyyears.sa.edu.au/pages/HOME/samefirstdaycalc/>

### **Early Arrival Procedures**

Any parent who is seeking supervision for their child/ren prior to 8.30am must apply in writing to the Principal stating the reason(s) for the request. A written reply to the request will be provided.

If permission is granted:

- The parent must deliver the student/s to the front office in person.
- The student/s will be signed in to school by the parent - in the Early Arrivals Book ( office counter).
- The student/s will be 'handed over' in person to the staff member present – Eg. not just left in the room. If no staff member is present children are not to be left unattended. At 8.30am the teacher on duty collects the students from the Office and they are then supervised in the yard (or Library in the case of inclement weather).



## **Attendance Policy**

### **Parent/ Caregiver responsibilities:**

Parents will ensure consistent and regular attendance of their child/ren.

- Parents/caregivers are responsible for getting their children to and from school.
- Children must arrive between 8.30am and 8.50am.
- Late arrivals are accepted in the classroom up until 8:59am.
- From 9:00am, when a student is late for school, they must report to the front office with a parent/caregiver who should provide an explanation for the student's late arrival.
- Parents/caregivers wishing to collect students for an early departure must also report to the front office with an explanation and sign their child out. Should they return the child to school after some time out, Eg. A dentist's visit, the student needs to be signed back into the school at the front office.
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for the absence.
- Parents/caregivers must provide the school with an appropriate explanation for the child's non-attendance. This can be done via phone call, verbally to the teacher, by student diary, email, note, Skoolbag or by letter.
- Parents/caregivers must let the school know if an extended absence is likely from school and for what reason.
- Parents/caregivers must apply to the Principal for exemption from school if there will be an absence of between 5 days and 12 months, which is not due to illness. Parents/caregivers must apply to the Minister if the absence will be required for more than 12 months.

### **Teacher responsibilities:**

Teachers will monitor each student's attendance.

- Teachers will record absences and the reason for absence in Learn Link.
- Teachers will mark students who are absent without explanation as a "U" until they receive an appropriate explanation from the parent/caregiver.
- When a written explanation arrives for an absence the teacher will record this in Learn Link, making note of the reason.
- When a student is absent for the third consecutive day and there has been no explanation from home the teacher shall arrange for a phone call to be made seeking an explanation.
- When a student returns to school and there is no appropriate explanation given, the teacher shall attempt to gain an explanation from the parent/caregiver.

### **Leadership responsibilities:**

Monitor overall attendance within the school.

- Ensure that the EDSAS roll is accurately completed.
- Contact parent/caregiver, where explanations for absences are repeatedly not forthcoming.
- Provide information in the newsletter and school information packages relating to attendance.
- Ensure that new parents understand the school's attendance procedures.
- Review student attendance at the end of each term
- Review the reasons for absence of students who record family or social explanations frequently and discuss this with the parent/caregiver if those reasons seem unacceptable.
- Approve temporary exemptions from school for students, for up to 12 months and send applications for longer term exemptions to the Educational Director.
- Keep documentation of all attendance and actions taken when issues around attendance arise.
- Where necessary, in line with DECD Policy refer to and work with DECD Social Worker/Attendance Counsellor to engage with families to improve student attendance.

### **Attendance Plan:**

- As a site we will work collaboratively and proactively to:
- Work towards achieving set DECD targets for Roseworthy Primary School by implementing policy effectively

This policy was last ratified by Governing Council in.....

**Sep 2016**

**Review: 2019**