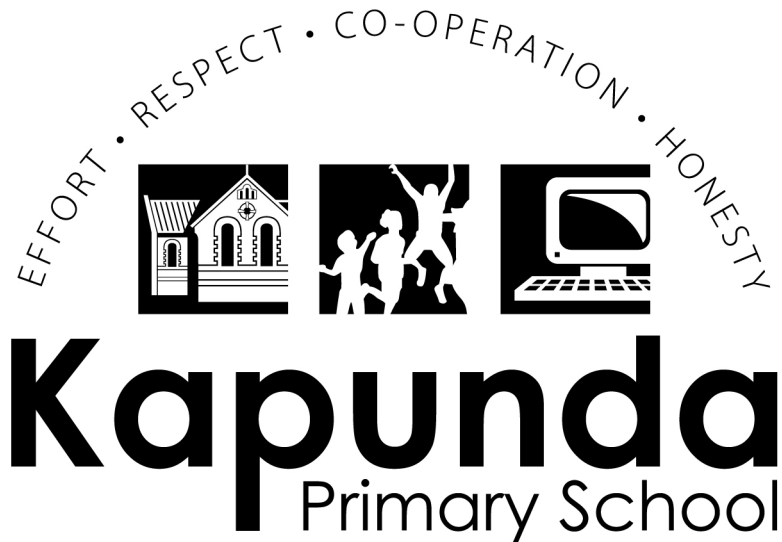


## School Attendance Policy 2012



### **Vision**

Kapunda Primary School is committed to all students attending school fulltime in order to fulfil their maximum potential in education and learning.

### **Statement**

At Kapunda Primary School we believe success is determined by regular attendance at school. We work hard at supporting our students and families to maintain their attendance at school. At Kapunda Primary School it is essential to students learning that they are punctual, as the morning is our peak learning time and organisation for the day occurs first thing in the morning.

## **RESPONSIBILITIES:**

### **FAMILY**

The primary responsibility of a student's attendance rests with the parent / carer. Having positive parenting in relation to schooling helps children to appreciate the importance of education and learning. Good habits such as structure and routine in the mornings for school assist children in getting used to getting up and getting ready for school.

## **DEPARTMENT FOR EDUCATION AND CHILDREN'S SERVICES**

### **SCHOOL**

The school has a duty of care to their students whilst at school. Classroom teachers are responsible for marking the daily attendance and keeping a record of this in their role book. This information is then collated and put into a data base which is monitored by the Department for Education and Child Development.

The school has a strict policy regarding absence. If a student displays a pattern of non-attendance or misses several days and explanations are not given Senior Staff will follow up with families via phone and letters / notes in student diary.

Where chronic non-attendance becomes an issue, the school will phone families and request meetings to discuss the issues and barriers to attending school. The school with the family will then work on improving attendance and develop an attendance improvement plan.

### **BAROSSA REGIONAL SUPPORT SERVICES**

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 for Education – Student Attendance Counsellor.

The Student Attendance Counsellor 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**

Any child between the ages of 6 -16 are required by law to attend school fulltime under the Education Act 1972. If a child is 5 and enrolls to attend school, then they must attend fulltime as any other student. If a student is going to be away from school for any amount of time, the parent / caregiver must inform the school immediately. If a child has been ill and has seen a doctor, a certificate from the doctor will assist in accounting for the absence.

Classroom teachers are responsible for keeping an accurate up to date roll book. Roll books are legal documents and must be an accurate reflection of a student's attendance. All notes and slips given to a classroom teacher to account for absences must be kept with the roll book and not destroyed.

## **Start / Finish Time**

**The Yard is open (teacher on duty) from 8:30am**

**School instruction begins at 8:50am**

**The Yard is closed (teacher off duty) by 3:25pm**

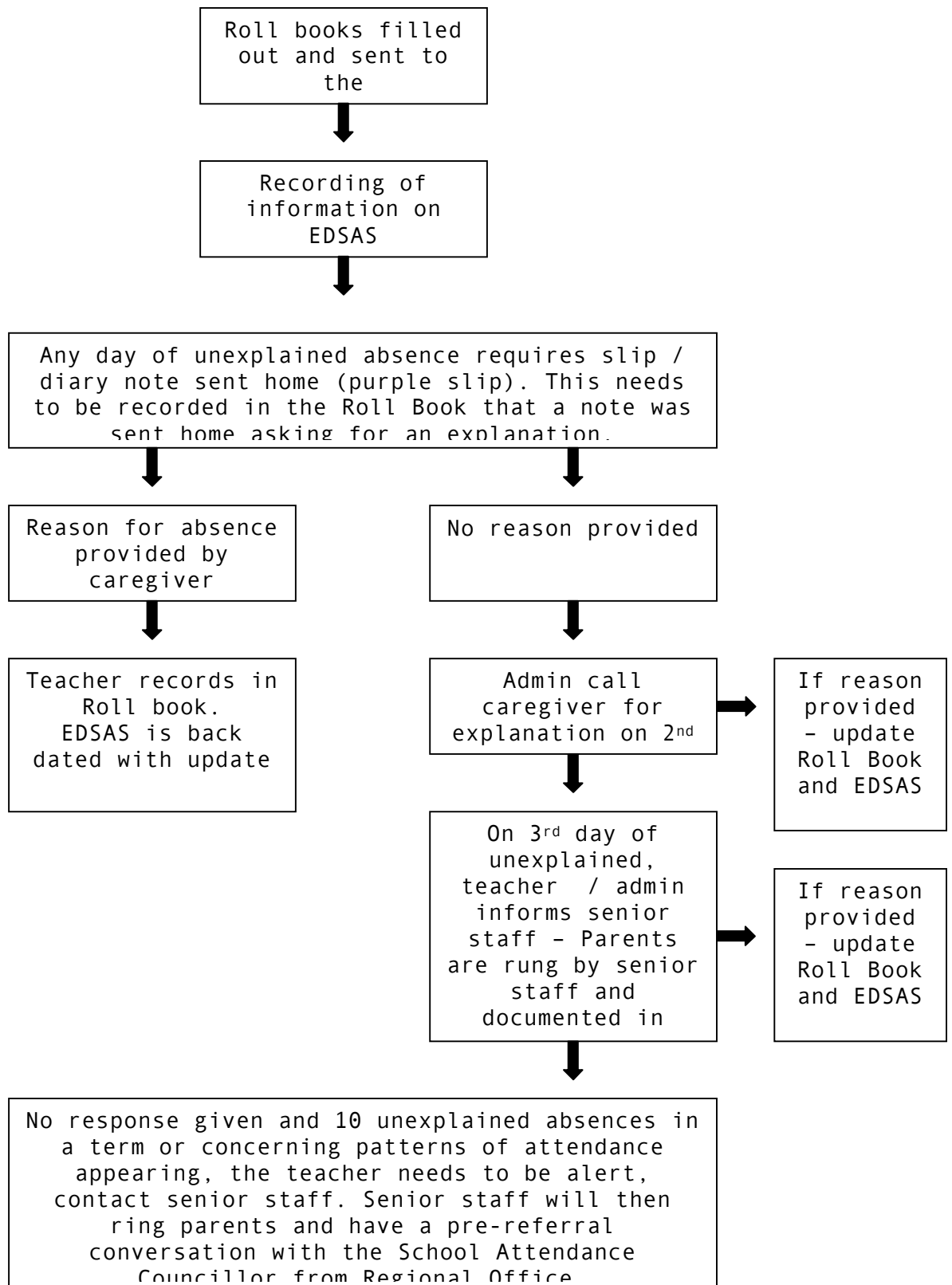
**School instruction finishes at 3:10pm**

## **Late arrivals / Early Pick Up**

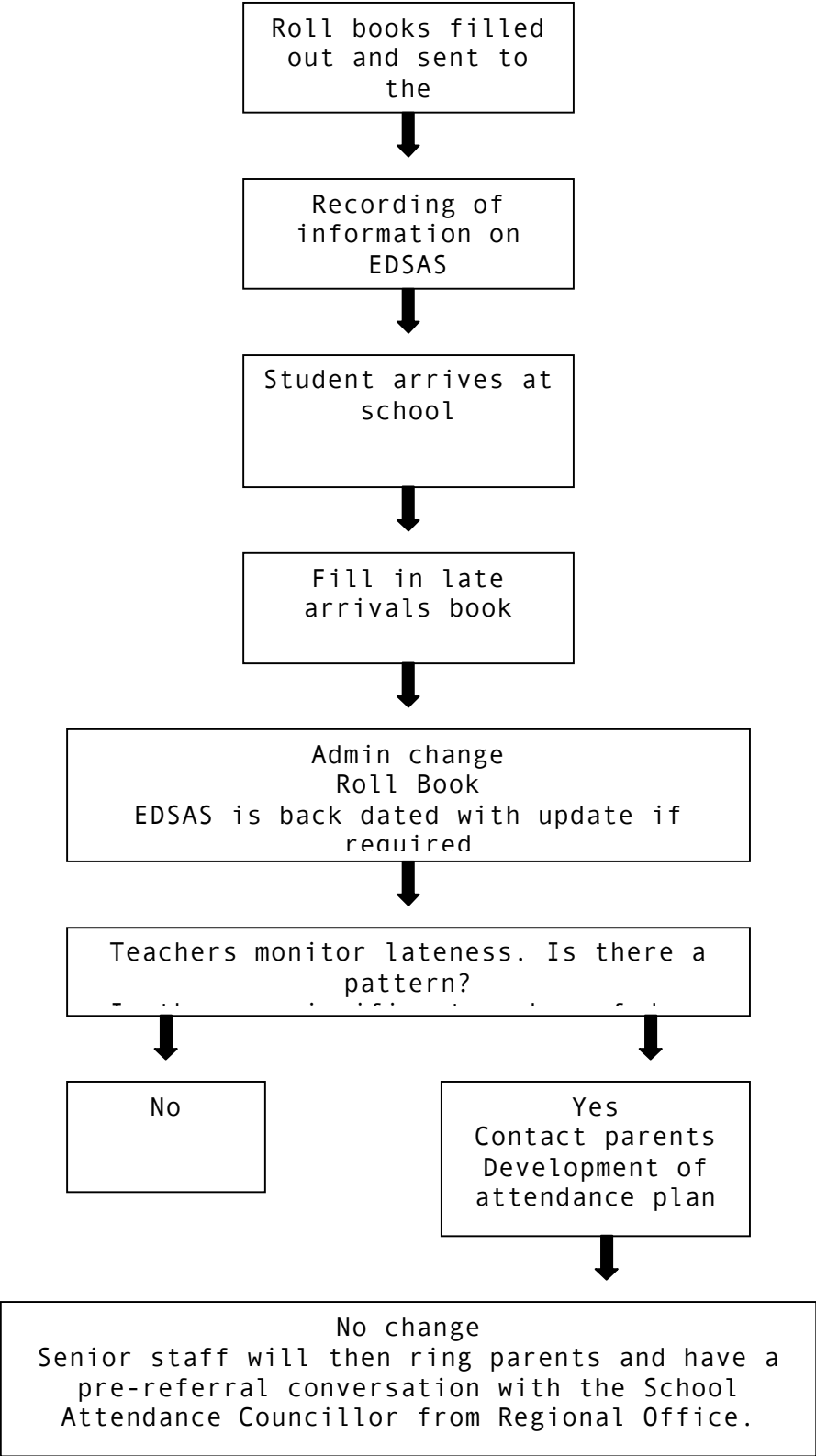
**Parents / students must sign in or out via the front office.**



## Flow Chart to monitor ATTENDANCE at Kapunda Primary School



**Flow Chart to monitor LATENESS at Kapunda Primary School**



## STUDENT ATTENDANCE IMPROVEMENT PLAN

STUDENT NAME: \_\_\_\_\_

IDENTIFIED NEEDS/AREA OF IMPROVEMENT	GOAL/TASK	EXPECTED OUTCOME	BY WHOM	BY WHEN:

Student signature .....

Caregiver signature.....

School delegate signature.....

REVIEW DATE .....

### **Unexplained absences – code U**

The code used for unexplained absences is “U”. Teachers need to check absences recorded on EDSAS as “U”. Some codes need to be edited to another code when the teacher learns that there was an explained reason for an absence. Schools are particularly advised to look for patterns of consistent numbers of “U” which may indicate a problem with persistent habitual non-attendance that requires an intervention strategy or the assistance of a Student Attendance Counsellor. Regular absences with code “I” – illness or “F” – family should also be monitored as these can sometimes mask other issues affecting a student’s attendance.

### **Codes to qualify absence**

- C** **Illness** with a day/s absence **verified by a doctor’s letter, doctor’s certificate, a dentist’s appointment card or some other health practitioner’s communication.**
- E** **Exemption** – approved exemption from school attendance by the principal (for up to one calendar month) or the Director, School and Regional Operations (for more than one month or for Home Schooling).  
N.B. Students exempted for home schooling should be entered into a separate roll class set, and do not need to be marked absent.
- F** **Family/social** – for absences condoned by a parent as being for family, social or cultural reason.
- I** **Illness** with a day/s absence covered by notes, messages and phone calls from parents, stating a medical condition or illness preventing the student’s attendance.
- K** **Take Home** - Absence due to a student being sent home for disciplinary reasons.
- N** **Not approved** - Absent without parent/guardian approval.
- S** **Suspension** – Suspended externally from school to an agreed place, usually home. In the discipline screen of EDSAS, record the reason for the suspension, e.g. violence.
- U** **Unexplained** - a student who is absent without explanation by either:
- parent
  - or school
  - or another authority, e.g. Families SA
- Use this code for unexplained absences of students both under and over the age of compulsion.
- X** **Exclusion** – for absences of students over the age of compulsion who have been excluded without the provision of a learning program.  
Please note - A student of compulsory school age can be excluded to home pending an alternative placement/program using the P code (see below).  
*Note: An excluded student remains enrolled at the school from which he/she was excluded. The recipient school (or program) of an excluded student enrolls the student with a ‘C’ Status code, monitors the absence, information and manages the appropriate follow-up. During the exclusion period this information must be forwarded to the excluding school on a regular basis to enable the home school to modify their records.*
- Z** **School following up** - Students who are absent for an extended period of time but the school is in communication with, and actively following up to try to re-engage the student.