

# School Attendance Policy



The School's Attendance Policy and Practices are in line with the Department for Education Attendance Policy available on the Department for Education website.

## **INTRODUCTION**

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

Parents/caregivers and the school work in partnership to provide children and students with learning opportunities that will provide a solid foundation for the future.

## **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.

Ensuring regular attendance is a shared responsibility between parents/caregivers and schools. The Education Act provides for compulsory attendance of children between the ages of 6 and 16 years and students 16-17 years to participate in a fulltime approved learning program.

*Reviewed 2018*

## **RESPONSIBILITIES**

### Principal/Delegate

The principal is responsible for ensuring that the attendance of all children and students is maximised and will:

- Ensure the maintenance of attendance records
- Ensure that intervention is documented
- Monitor and analyse attendance data and report to the school's community through the site's annual report
- Ensure procedures, including parent/caregiver notification and home visits, are in place to follow up on non-attendance
- Make referral to, and seek support from, agencies and support services when a learner's pattern of attendance becomes irregular as detailed in the flow chart to monitor attendance at Kapunda Primary School
- Ensure that the analysis of data is used to inform action at the site with the involvement of the school community
- Remain engaged with the family throughout the referral and case management undertaken by Department for Education Support Services
- Ensure that notifications about suspicions of neglect and/abuse are made in addition to a referral to Portfolio Support Services

### School Staff

Staff are responsible for supporting the agreed attendance improvement processes for the site and will:

- Provide a relevant and dynamic learning programs that seeks to engage all students and offers the opportunity for success, thus encouraging regular attendance
- Record attendances/absences according to Department for Education requirements on LearnLink and manually as necessary.
- Contribute to the analysis of attendance trends and the development and implementation of the school's Attendance Improvement Plan
- Implement school procedures, including parent notification, to follow up non-attendance as detailed in the flow chart to monitor attendance at Kapunda Primary School
- To work with parents/caregivers and government agencies to support learners' regular attendance in the education program
- Refer all students, under compulsion, with unsatisfactory attendance to student attendance officers (form ED171-Report of Unsatisfactory Attendance or Single Referral form) if the actions above have proved unsuccessful
- Liaise with the student, family, and any involved agencies and the student attendance counsellor once a referral has been made
- Make mandatory notifications as appropriate, document and store as per Department for Education policy and procedure
- Provide total numbers of absences on school reports.

## Parents/Caregivers

Parents must enrol their children in an education from 6 years of age (the age of compulsion)  
Most children commence school at the age of 5, or at 4 years plus if their fifth birthday occurs prior to the May 1<sup>st</sup> of that year

When they enrol their child they accept the responsibility to:

- Provide information that may assist planning for the child's learning; eg medical conditions, developmental milestones, family issues, identified disabilities, social and behavioural concerns
- Enable their child to attend punctually and regularly on every day the education program is offered and to comply with the education program being offered
- Provide an explanation to the school whenever their child is absent.
- Explanations must be provided for each absence by one of the following ways:  
In person to the teacher or front office  
by phoning the school on 85662008  
Emailing the school on [dl.0200\\_info@schools.sa.edu.au](mailto:dl.0200_info@schools.sa.edu.au)  
via the Skool bag app
- Apply for an exemption whenever their child is absent from school for longer than 5 days.
- Provide medical certificates as required.
- Work with the school on intervention strategies to improve attendance
- Discuss with the principal any suspicions of neglect and/or abuse that may require mandatory notification.

## Students

Students have responsibility for their attendance. The level of responsibility will be determined by the individual circumstances of the child.

The expectations are that they:

- ✓ Attend school or other educational program as negotiated regularly on every day the program is offered
- ✓ Be punctual in arriving at school or the educational program and for all associated lessons and activities
- ✓ Engage appropriately in the educational program as negotiated

## **Start / Finish Time**

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

School instruction begins at 8:50am

School instruction finishes at 3:10pm

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

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

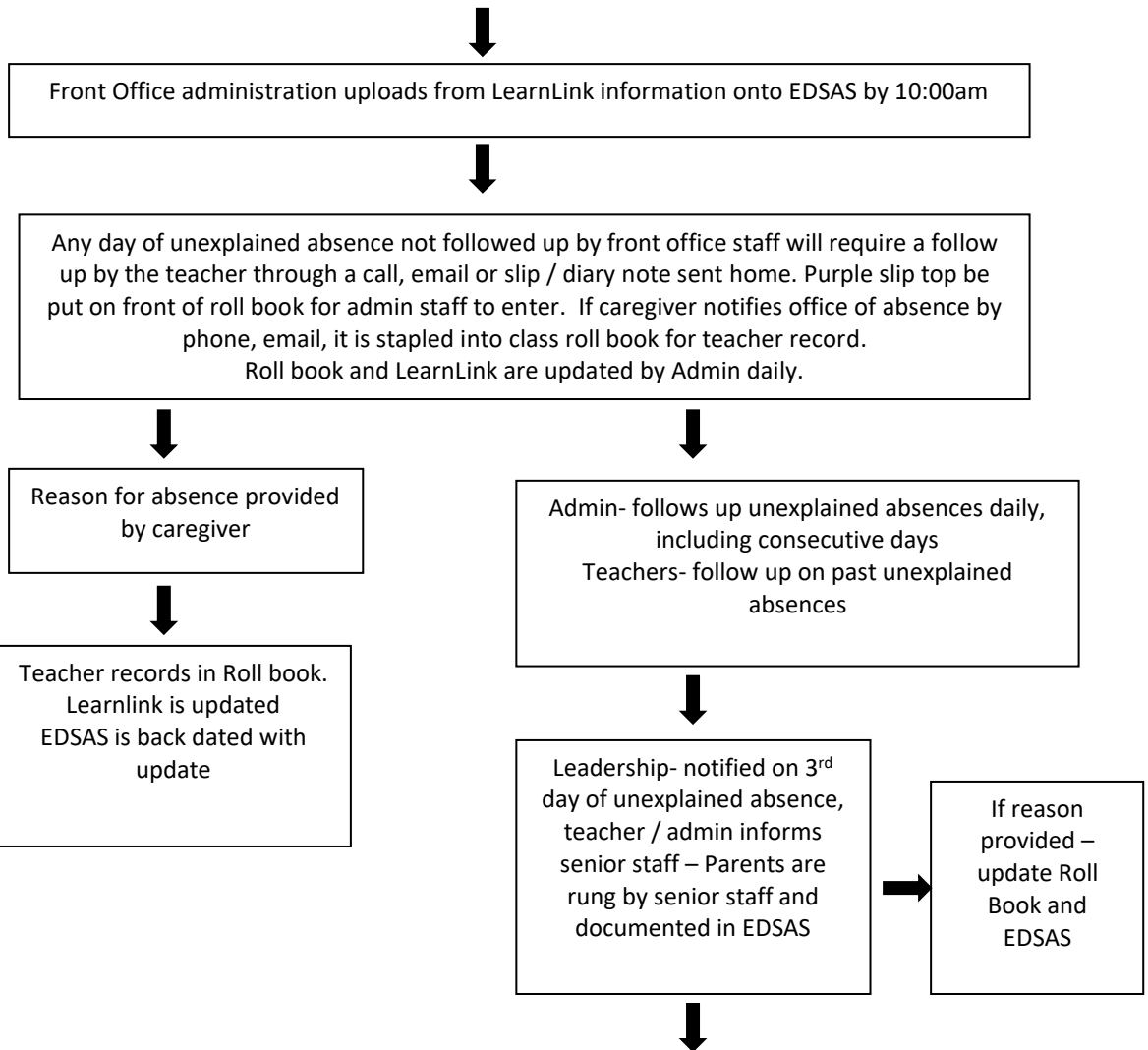
Parents / students must sign in or out via the front office.

## Flow Chart to monitor ATTENDANCE at Kapunda Primary School

Class teachers need to do rolls electronically in LearnLink by 9:00am each morning. Only if the internet is down will the rolls be done manually by the teacher and then information recorded on EDSAS by front office. TRT's may also opt for the manual recording of information.

Roll books filled out and sent to the front office by 9:00am. Roll books are placed back in box by the pigeon holes for collection each day.

Parents are requested to notify the school by a written note, direct contact or a phone call on 8566 2008 by 9:00am. If their child is absent from school. For safety reasons school staff begin phoning parents for unexplained absences after 9:15am. All effort will be made to make contact with parents.



Parents made aware of the impact that absenteeism has on child's social and academic progress.

Whole school attendance data monitored by Student Wellbeing Leader.

Students at risk identified, discussion with class teacher.

Letters of concern sent to parents of children identified as being at risk.

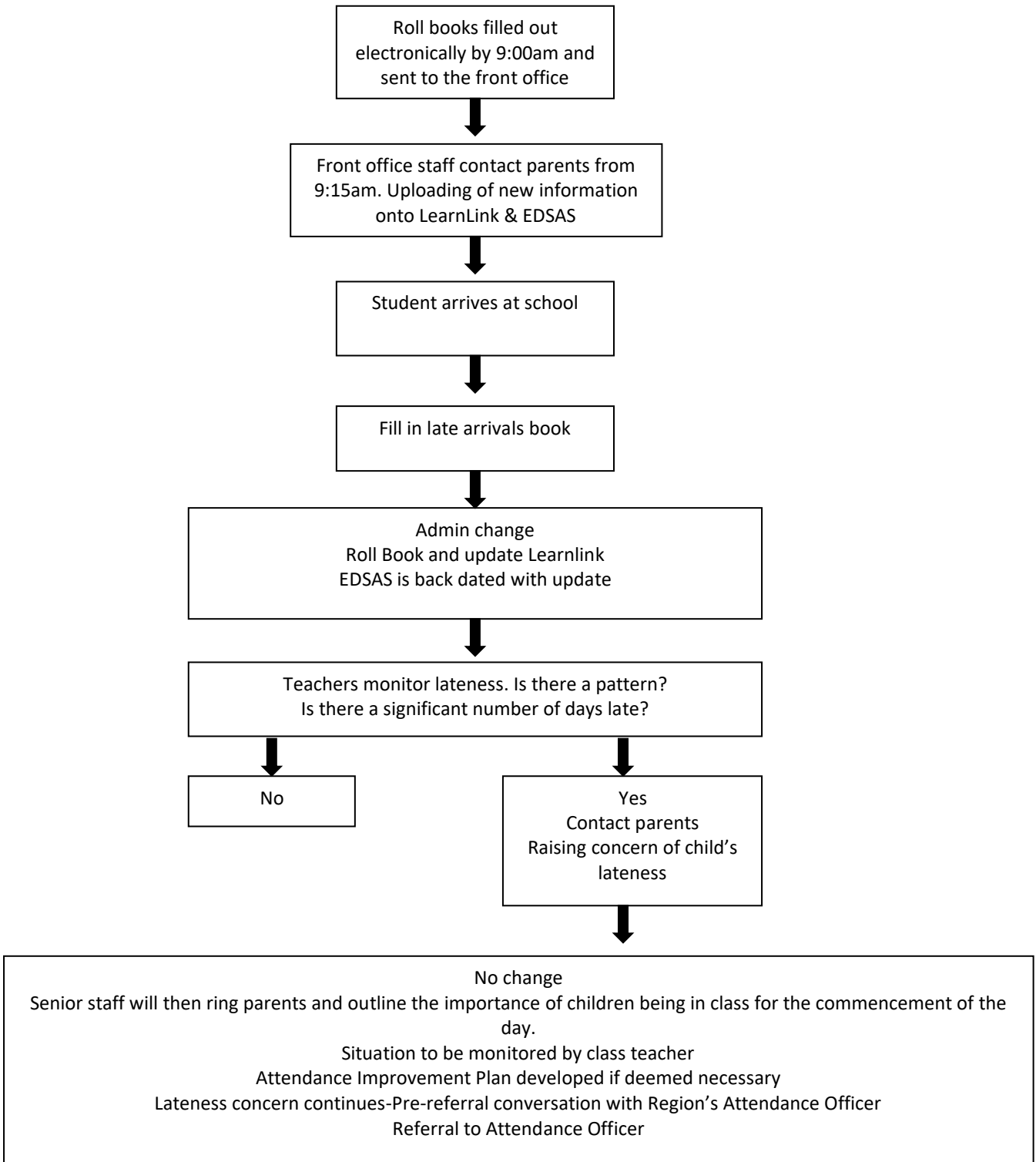
Attendance of "at risk" children monitored.

Student Attendance Improvement Plan developed with student if deemed necessary.

Attendance concern continues- Pre-referral conversation with Portfolio Attendance Counsellor

Referral to Attendance Officer

**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 .....

**Taken from - The Department of Education, April 2009, Attendance requirements for schools guideline**

***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.

***Codes counted as present for data collection purposes***

- A. SBNA** (School based new apprenticeship)
- D. Dispute** – used on days or half days where the school is closed for industrial action
- G. Off-site learning program** where the program is offered by another provider but still managed through the school
- H. Home study**
- M. Camps and excursions**
- P. Alternative placement** – for students to attend off-site learning programs, where the school provides a learning program at an alternative venue or for students who have been excluded and are undertaking an alternative program. The student is considered to be present from the day the alternative placement or program is provided or commences
- Q. Approved Medical Program**

- R. **Risk/Hazard** which records student attendance on days posing a risk/hazard to student welfare/wellbeing
- T. **School sport.**
- W. **Work experience**
- Y. **End of year activities** - for students, 16 years or older, who are not in attendance after examinations or similar

#### **Student attendance validation procedures via EDSAS**

The Attendance Policy requires all DECS sites to record attendances/absences according to DECS requirements and to implement site procedures, including parent/caregiver information, to follow-up non attendance.

#### **BASIC recommended teacher and school/preschool responsibilities**

##### ***Daily***

- Record student absence by an agreed time each morning
- Under the Education Act it is a legal requirement for parents/caregivers to notify the school principal of student absences and the reason. Absence details are to be recorded daily
- All reasons for absence provided by parents should be filed in the relevant class roll and kept with the roll sheet as a perpetual record
- Any unexplained absences should be followed up directly with the parent/caregiver
- Information in EDSAS should be updated/edited as soon as relayed to the school to provide a more accurate reflection of absences For example, an unexplained (U) absence may be changed once notified to the school by the parent/caregiver the reason for the absence
- The "roll book" printout/absentee information booklet/sheet should be entered in EDSAS and returned to the teacher by a specified time each day.

##### ***End of each term***

- Teacher signs "roll book" print out at the end of term to validate students enrolled, left, transferred and student absences
- Teacher returns the hard copy to the nominated person who will file for audit purposes as a legal requirement.



## Attendance Improvement Plan

<b>GOAL</b>	2018 - Improved attendance - DEPARTMENT FOR EDUCATION Target 95% (92.7% in 2017)
<b>STRATEGIES</b>	<ul style="list-style-type: none"> <li>○ KPS Attendance Policy-Parent Information Booklet/KPS Website</li> <li>○ School newsletter articles outlining importance of regular attendance at school on a regular basis</li> <li>○ Parents requested to make contact with the school to explain why their child is absent</li> <li>○ In cases where no parent contact has been received office staff have attempted to make contact with parents</li> <li>○ Review of attendance data for each term</li> <li>○ Attendance concerns collated and followed up, 8 days absent/high number of unexplained absences             <ul style="list-style-type: none"> <li>● Discussion with class teacher</li> <li>● Concerns raised during parent/teacher interviews</li> <li>● Data recorded on school reports</li> <li>● Relevant letter of concern sent to parents</li> <li>● Parents contacted</li> </ul> </li> <li>○ Parent accountability relating to unexplained absences             <ul style="list-style-type: none"> <li>▪ Absence explanation slips to be forwarded to parents</li> <li>● Parents contacted by phone</li> </ul> </li> <li>○ At risk children continued to be monitored Attendance Improvement Plans developed</li> </ul>
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>○ Staff diligently record and follow up all absences</li> <li>○ New staff are trained in the use of Learnlink and school practices.</li> <li>○ Attendance and late arrival data are recorded on reports for parent information, attendance concerns are discussed with parents during parent/teacher interviews</li> <li>○ School Counsellor monitors attendance patterns of children</li> <li>○ Mid-term and at the end of each term-At risk children are identified. Children who have been absent for 8 or more days for the term are identified as being at risk.</li> <li>○ School Counsellor discusses concerns with class teachers, reviewing reasons for being absent.</li> <li>○ Parents are contacted as required.</li> <li>○ Letters are sent to parents expressing our concerns and outlining the implications relating to extended periods of absenteeism.</li> <li>○ Counsellor each term makes class data available to all staff</li> <li>○ The attendance of identified at risk children is monitored</li> </ul>