

Attendance Policy

Research has shown that attendance at school positively affects learning, wellbeing and life outcomes for children and young people. Learning is cumulative and it is disrupted if students often miss school or parts of the day regularly.

SCHOOL ATTENDANCE AND THE LAW

Attendance at school is compulsory. The Education and Children's Services Act 2019 states that all children must attend school from age six until they turn 17. This could be in a school or an approved learning program. Parents or legal guardians (carers) can be prosecuted if they do not make sure their child goes to school. This can mean being fined or getting a criminal conviction.

THE DEPARTMENT'S ATTENDANCE POLICY

The South Australian Department for Education's Attendance Policy

<https://www.education.sa.gov.au/doc/attendance-policy> guides the responsibilities of the whole school community to make sure that children and young people attend school. This includes school staff, parents, carers and students.

Schools work with their community to develop positive attendance habits. This starts from the beginning of their schooling journey. They do this by providing a safe, inclusive, and culturally respectful environment. They use effective and consistent local practices to monitor and manage absences.

STUDENTS AT RISK FROM MISSING SCHOOL

Students can be away from school for many reasons. Schools use categories to identify children and young people at risk. We make sure that appropriate follow up and support is provided.

- Habitual non-attendance: a student has five to nine days absent in a term
- Chronic non-attendance: a student has ten or more days absent in a term

HOW WE IMPLEMENT THE DEPARTMENT'S ATTENDANCE POLICY

At Torrensville Primary School our attendance policy aligns with the Department For Education.

We support student attendance by:

- Promoting the importance of education from the beginning of their school life and throughout their schooling experience
- Monitoring and assessing patterns of non-attendance
- Actively engaging and including all children, young people and their families
- Providing support to address the barriers to attendance, learning and wellbeing
- Monitoring attendance to make sure progress is documented and supports are in place
- Evaluating the need for further or ongoing support and referral to support services

RESPONSIBILITIES

Torrensville Primary School's Attendance Expectations

School starts at 8:50 am each day and finishes at 3:10 pm. A parent or carer must provide an explanation if their child is late or has to leave early. All students must report to the front office when they sign in or out.

Students must be off site by 3:25 pm unless under the care of a parent or carer. If after this time they are not collected or attending OSHC, students will be taken to the front office by the duty teacher where parents will be contacted.

Teachers

- Mark the roll online via Eduportal or the hard copy roll and send this through to the front office by 9:00
- Mark students late that arrive after 8:55
- Establish expectations and routines that encourage regular attendance and punctuality
- Contact parents or carers if student has unexplained absences of three consecutive days
- Follow up any unexplained absences with parents or carers
- Report any attendance concerns or regular patterns to leadership

Leadership/Administration

- Ensure all parents and carers are aware of attendance expectations, policies and procedures
- Record, monitor and keep records of student attendance
- Record student lateness and early departures and enter information on department database
- Request a medical certificate from parents or carers when required
- Conduct home visits of students if unable to contact families or carers
- Work with families to develop an attendance plan for students with chronic absenteeism
- Work with departmental social and attendance officers to support families and carers of students with chronic absenteeism

Parents

- Ensure their child attends school every school day, unless they are ill, have family reasons or an approved exemption
- Ensure their child arrives at school by 8:50am and is collected at 3:10pm
- Provide a reason to the school if their child is absent, late or leaving early. This can be done via phone, class dojo, website, written note or in person.
- Provide a medical certificate if the child is sick for more than three days.
- Provide the school with up-to-date contact details including emergency contacts.
- Apply for exemptions for extended absence from school (more than 5 days) using department for education forms.

Students

- Attend school every day from 8:50am – 3:10pm.
- When arriving after 8:55am, enter through the front office to be signed in and collect a late slip to give to class teacher.