



Glenburnie Primary School Attendance Policy

The following information is based on DECD’s ‘Attendance requirements for schools’ policy.

**Compulsory Enrolment and Attendance**

Under the Education Act of South Australia, parents and/or caregivers are responsible for the regular attendance of all children in their care, irrespective of distance from school. All children between 6 and 17 years of age must be enrolled and attend school regularly, unless the Minister has granted an exemption from school attendance. Children under six years of age and not under compulsion are required to attend for the entire day whenever the school is open for instruction, once enrolled.

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.

**Beliefs about the importance of attending school**

Research shows that attendance at school all day and every day positively affects learning, wellbeing, employment and life outcomes for children and young people. Learning is cumulative and it is disrupted if students often miss school.

From the first day, every day counts. This policy is based on the following principles:

· Regular attendance leads to an increased likelihood of being successful at school.

· Getting maximum benefit from school will optimise a child’s life choices.

· Attending school regularly will develop skills and attitudes that will help students to be successful later in life, these include punctuality, being organised and self-discipline.

**Students at risk from missing school**

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

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 5 to 9 days absent in a term for any reason
* **Chronic non-attendance**: a student has 10 or more days absent in a term for any reason

**Responsibilities**

*Who What*

Principal · Develop clear procedures in relation to attendance records and monitoring students who are absent from school.

· Oversee and analyse attendance data.

· Consult with the class teacher regarding any absentee/lateness concerns, including documenting this process.

· Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one calendar month. All applications for temporary exemptions exceeding one calendar month are submitted to DECD.

· Ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.

· Contact families of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.

Teacher · Monitor each child’s attendance by maintaining an accurate record of attendance and absenteeism.

· Ensure correct codes are used when completing attendance records.

· Contact home on the third day of absence if no explanation has been provided.

· Follow up ‘unexplained’ absences with families, including speaking to a member of leadership staff if the issue persists (5 days or more).

· Co-ordinate class work for students who are unable to attend school (for acceptable reasons) and for whom work is requested.

* All student absences are recorded by staff on EMS by 9:10am and communicated to DECD. DECD and enrolment auditors may seek student attendance records. Aggregated student attendance data is reported to DECD and the wider community as part of the annual report.

Parent/Caregiver

· Ensure their child/ren attend school on every day unless there is a valid reason for being absent. Children must arrive at school between 8.30am and 8.50am.

· Provide the school with an explanation for the student’s non-attendance. Usually this comprises a note, email message, telephone call or absentee form on School Stream.

Students

* Attend school every day the school is open unless they are ill or have an exemption
* Arrive at school and to all lessons and activities on time
* Participate positively in all learning activities

**Late Arrival and Early Departures**

We acknowledge that things may arise that can cause children to be late and accept these occasions, however, arriving late on a regular basis is unsatisfactory. All students are expected to arrive at school between 8.30am and 9:00am. Roll books will be marked at 9:00am. A student who arrives after 9:00am will be marked as late. Late arrivals will be required to sign in at the Front Office from 9:00am. In some cases students may need to leave early; students who leave the school during the day will need to sign out from the Front Office. Parents are encouraged to schedule appointments outside of school hours. If a student does need to leave school early, they will need to be picked up from the Front Office.

**Absenteeism**

Unacceptable absenteeism will be addressed in the first instance by the class teacher when a student is absent for 5 days in a term. Continued or high level absenteeism will be followed up by leadership staff. Chronic absenteeism, is considered 10 days per term absence from school (80% attendance rate). Ongoing unexplained absences, or lack of cooperation regarding student attendance, will result in a formal attendance conference being organised.

**Assistance**

Parents who have concerns about their child attending school should immediately contact the school to seek help. The following staff members can assist:

· Class teacher.

· Leadership staff.

· Student Support Worker

This policy will be reviewed as part of the school’s three-year review cycle

This policy was ratified by the Governing Council 23rd of February 2023



Glenburnie Primary School – School Attendance Improvement Plan

**Key Objective: To improve attendance rates for all students**

**Expectations of staff**

All staff

* Collaboratively develop a whole school approach to improving attendance
* Communicate this approach in writing (newsletter), electronically (website, school stream) and via meetings to staff, parents and students
* Actively support school initiatives to improve attendance rates (everybody’s business)
* Consistently follow school procedures in handling of student absences (roll books)
* Implement agreed strategies for improving attendance

School Leadership

* Monitor attendance data overall and for specific cohorts, focus areas and individual students
* Directly contact families in cases of chronic or habitual non-attendance

**Strategies**

* Unexplained absences are followed up with a text message from school mobile prior to 12pm that day
* Absent notification form available on School Stream App
* Follow-up all consecutive unexplained absences by telephone call to parent/caregiver ASAP (preferably by 11:00am on the 2nd day of absence)
* Teachers and support staff alert leadership to early warning signs if irregular attendance or poor engagement of students, including lateness
* Where attendance is an issue, organise attendance-focused meetings with parents/carers and students
* Positively support students returning to school from any absence
* Develop Individual Attendance Plans to support identified students
* Regularly discuss attendance at staff meetings, SRC and Governing Council, including analysis of data and success of intervention strategies
* Refer individual students and parents/carers to regional support services and community agencies for further support

**Targets**

* *Achieve an overall attendance rate of 94% by December 2023 (trend: 91% 2019, 90% 2020, 92% 2021, 88.6% 2022)*
* *Interim targets:*
* Achieve 0% unexplained absences across the school
* Improve overall attendance term by term
* Achieve <1000 total days absent across the school for the year
* Reduce lateness % across the school