

# Light Pass Primary School Attendance Procedure



## Belief statement:

**At Light Pass Primary School** we aim to provide an education for children from Reception to Year 7 which focuses on providing a high quality education which prepares them for secondary education, for lifelong learning and responsible participation in the wider community throughout their lives.

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

- Missing one day a week of school from Reception to Year 10 means missing two years and one term of schooling.
- There is a direct correlation between attendance and achievement.
- Frequent absences make it difficult for teachers who have to continually re-teach information and skills.
- Being half an hour late to school each day from Reception to Year 10 equals missing one year and one and a half terms of schooling.
- Patterns of attendance/absence are set up in the early years of schooling.
- Being absent five days a term from Reception to Year 10 adds up to more than one year of missed schooling.

**INFORMATION FOR PARENTS/CAREGIVERS**

**ATTENDANCE IMPROVEMENT PACKAGE**

## Attendance Regulations:

In South Australia children who turn 5 before May 1<sup>st</sup> may commence school at the start of that year. Students who turn 5 after May 1<sup>st</sup> must commence school at the start of the following school year.

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/ guardian.

The responsibility for enforcing school attendance is with Department for Education. The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to

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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.

## **ENSURING REGULAR ATTENDANCE**

### **Parent/Caregiver Responsibilities:**

- Parents / caregivers are responsible for getting their children to and from school.
- Children should arrive between 8.30 and 8.50 am. Classes commence at 8:50 on the first bell. The roll is taken by 9:00 and returned to front office.
- When a student is late for school (arrival after 9:00) they must report to the front office and register their arrival.
  - 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 student's non-attendance. This can be done via phone call, verbally to the teacher, by student diary, email, or Class Dojo message
- 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 an absence of between 1 week and 1 month that is not due to illness will occur.

Any exemptions of over 1 month are forwarded to the Educational Director.

### **Teacher's responsibilities:**

Teachers will monitor each child's attendance through:

- Teachers will record absences and the reason for absence in the absentee book.
- 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 the absentee folder, 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. If no such explanation is forthcoming, the Principal will be asked to follow up the absence.

### **Leadership responsibilities:**

Monitor overall attendance within the school.

- Ensure that the EDSAS roll is accurately completed.
- Contact parents, 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 attendance procedures.
- Review student attendance at the end of each term.

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- Review the reasons for absence of students who record family or social explanations frequently and discuss this with the parents if those reasons seem unacceptable.
- Approve temporary exemptions from school for students up to one calendar month and send applications for longer term exemptions to the Educational Director.
- Keep documentation of all attendance and actions taken when issues around attendance arise.

## **Late arrivals or early departures**

In some cases students may arrive late to school, or leave early. This may be due to family reasons or transport issues.

The Parent/ caregiver should provide an explanation, in writing or via a phone call, for a student's late arrival. Parents wishing to collect students for an early departure must also report to the front office with an explanation and sign their child(ren) out. Should they return the children to school after some time out, e.g. a dentist's visit, the students need to be signed back in to the school at the front office.

**Parents are encouraged to schedule appointments outside of school hours.**

**Being half an hour late to school each day from Reception to Year 10 equals missing one year and half a term of schooling.**

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Developed: March 2015  
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