



## ATTENDANCE POLICY

Children between the ages of 6 and 17 are required by law to attend school regularly. Parents and caregivers are legally responsible for ensuring regular school attendance.

Attendance at school positively affects learning, wellbeing, employment, and life outcomes. Attendance data serves legal, welfare, achievement, and resource allocation purposes. Monitoring school attendance helps identify children at risk and allows for early intervention and support. It is the responsibility of school staff and parents/guardians to detect and address the causes of non-attendance. This attendance policy will be communicated to parents/guardians at the start of each school year and is available on the school's website.

### Daily Roll Call

- Teachers will conduct a roll call at the beginning of each school day by 9:00AM.
- Relief Teachers will use a paper roll.
- Specialist teachers will contact the office for students arriving during a specialist lesson before 9:00AM.
- Attendance will be recorded in the school's Education Management System (EMS).

### Late Arrivals

- The school day starts at 8:50 AM.
- Students arriving after 9:00AM must report to the front office to sign in and collect a late slip to provide the teacher.
- The front office will update EMS to reflect the late arrival.

### Early Departures

- The school day finishes at 3:00 PM.
- It is a duty of care requirement that parents/guardians personally come into the office and sign their child/ren out, before they are withdrawn from class. Children will not be sent, unattended to be collected outside the school's gate.
- The front office will call the teacher, and the student will meet their parent/guardian to be collected from the front office.

### Absences

- Parents/guardians must notify the school of a student's absence in advance, or by 9:00 AM on the day of the absence.
- The reason for the absence must be provided and staff will record in EMS.
- Parents/guardians must submit an Application for Exemption (ED175) for absences over 10 consecutive days. Approval is required by the Principal.

**ADVANCE ABSENCES** = notify via phone (8345 3190), email ([dl.0670.info@schools.sa.edu.au](mailto:dl.0670.info@schools.sa.edu.au)), or Seesaw.  
**DAY OF ABSENCES (BEFORE 8:00 AM)** = notify via email ([dl.0670.info@schools.sa.edu.au](mailto:dl.0670.info@schools.sa.edu.au)), or Seesaw.  
**DAY OF ABSENCES (AFTER 8:00 AM)** = notify via phone (8345 3190).

### Unexplained Absences

- The school will make contact by sending an SMS reminder if there is an unexplained absence each day.
- Parents/guardians must notify the school of the reason for the absence as soon as practical.
- Class teachers or delegated staff will contact parents/guardians by phone within three days of any unexplained absence to establish the reason for the absence/s and document all communication on EMS.

### Monitoring Attendance / Actions for Students at Risk

The school will review attendance records weekly to identify students with irregular attendance patterns. Please note continued non-attendance is a serious matter that can lead to legal consequences for parents/guardians if not addressed.

<b>Regular Attendance</b> (90 - 100%)	1. Class teacher and parent/caregiver will maintain and reinforce positive attendance at school.
<b>At Risk / Habitual</b> (80 - 89%)	1. The class teacher will contact the parent/guardian to discuss attendance concerns. 2. An attendance improvement plan may be developed in collaboration with the student and the parent/guardian.
<b>Chronic Absenteeism</b> (Below 80%)	1. The school leadership will arrange a meeting with the parent/guardian to address attendance issues. 2. A formal attendance plan will be implemented, including regular monitoring and support from the school's wellbeing leader or delegated staff. 3. If necessary, external agencies may be involved to provide additional support. 4. If chronic non-attendance persists despite the school's efforts, the matter may be referred to the Department for Education.

### Follow-Up

- The school will continue to monitor the attendance of students identified as at risk or chronically absent.
- Regular follow up meetings will be scheduled to review progress and adjust support plans as needed.
- The school may conduct home visits when a student has a pattern of chronic absenteeism (attendance below 80%), and previous attempts to contact the parent/guardian were unsuccessful or have not resulted in improved attendance.

Updated November 2024