



# POLICY STATEMENT ON ATTENDANCE

**EVERY DAY COUNTS!**

***GOLDEN RULE: Treat others how we like to be treated.***

***SCHOOL VALUES : RESPECT RELATIONSHIPS RESPONSIBILITY***

***'Children and young people are at the centre of everything we do'***



Government of South Australia  
Department for Education

**PORT LINCOLN JUNIOR PRIMARY SCHOOL**  
**ATTENDANCE POLICY AND PROCEDURES.**

The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programs.

<b>REGULAR ATTENDANCE</b>	<b>POOR ATTENDANCE</b>
Leads to: <ul style="list-style-type: none"><li>• Effective social skill development</li><li>• Your child being safe in our care</li><li>• Consistent development of knowledge and understanding of new concepts</li><li>• Feelings of security</li><li>• Resilience in dealing with various behaviours</li><li>• Greater long term success at school</li></ul>	Leads to: <ul style="list-style-type: none"><li>• Social isolation</li><li>• Risk of harm during absence</li><li>• Gaps in knowledge &amp; understanding of basic concepts</li><li>• Feelings of insecurity</li><li>• Becoming victims of bullying or harassment</li><li>• Earlier departure from the school system</li></ul>

**DECD ATTENDANCE REQUIREMENTS**

A child who is at least six years old but not yet sixteen is of compulsory school age (from 01/01/2003), must attend the school on every day instruction is provided, unless the minister has granted an exemption from school attendance.

If a child is enrolled prior to six years of age , they must attend school every day.

A child of compulsory school age who is absent from school without lawful excuse when the school is open for instruction is a truant. An allegation of truancy in respect of a child shall be dealt with in accordance with the Children’s Protection and Young Offenders Act, 1979. Sections 74 to 81 of the Education Act apply.

The requirements below ensure that Port Lincoln Junior Primary School is able to meet the requirements of the DECD attendance policy.

**RESPONSIBILITIES**

**Students:**

- Attend school from 9am to 3:25pm on each school day

**Families:**

- Ensure child attends school from 9am—3:25pm each school day
- Provide the school with an appropriate explanation for the student’s non attendance ie. Family reason, holiday, illness/medical. Notification in the form of a note, phone call from parent, caregiver or medical certificate is essential. This also assists the school with knowledge of the whereabouts of students enrolled at the site.
- Advise school of any extended absence and complete exemption form for school leadership.
- Notify office when collecting students before 3:25pm. Sign the child out via front desk.

## **Teachers:**

- Provide a learning program that engages all students and offers opportunity for success, thus encouraging regular attendance.
- Mark roll books by 10am daily, recording reasons for absence using required codes and send to office as requested.
- Examine roll books for regular patterns of poor attendance or lateness and take appropriate action ie. after 3 days a phone call home by the teacher to talk with the caregiver about the student—record the date of call in Roll Book. After 5 days speak with a member of the leadership team and consult ACEO/ Counsellor where appropriate.
- Provide work for students who are unable to attend school for acceptable reasons and for whom work is requested.
- Intervention strategies regarding attendance should appear in the student's file.

## **Leadership:**

- Ensure that the roll is accurately completed. EDSAS records are updated and attendance procedures are followed, interventions and actions are documented and filed in student files.
- Complete processes for referral to attendance counsellor.
- Assess and authorise temporary absences and exemptions according to DECD guidelines.
- Promote attendance procedures.
- Relay the strong message of the benefits of attendance to the community in the forms of Newsletter items, acknowledgement of significant improvements, teacher discussions etc

## **SCHOOL PROCESSES:**

### **Leaving Early - When a student leaves school grounds before 3:25pm**

- If a student leaves school before 2:30pm they will be marked as an afternoon absence.
- Parents/Caregivers are required to sign the student out in the Front Office.
- Teachers will discuss the issue with Parent/Caregiver if early departure becomes a regular occurrence.

### **Late arrivals—When a student arrives after 9am**

- If a student arrives after 9am they will be marked as late (L)
- Students arriving after 10am will be marked as a morning absence.
- Teachers will contact Parent/Caregiver after 3 days of unexplained late arrival—in person, phone call or note home (Proforma A1)

## **School reports**

- School reports contain information about attendance data and punctuality for the individual students. These are sent home twice yearly.



### **PROCESS FOLLOWED BY THE JUNIOR PRIMARY SCHOOL**

- **After 3 days of unknown absence your child's teacher will make contact with you.**
- **After 5 days of unknown absence your child's teacher will discuss the issue with a member of the school leadership team.**
- **At this time the Leadership person will make contact with you or a member of your family.**
- **Next step for the school is to begin discussions with the Attendance Officers.**

**PLEASE REMEMBER**  
**EVERY DAY COUNTS!!**

### **RELATED POLICIES INCLUDE:**

Code of Behaviour  
Bullying  
Parent Grievance Procedures  
available on the website & at the school

Thank you for taking the time to read this information. For further details please feel free to make contact with our school.