

POLICY ON ATTENDANCE

The purpose of this document is to define the policy on Attendance at Ardtornish Primary School

RATIONALE

The *Education Act* requires that children of school age (six-sixteen years) resident in South Australia are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Education Department

AIMS

To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences..

IMPLEMENTATION

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find ‘catching up’ difficult.
- Absenteeism contributes significantly to the lack of success for students at school..
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence; shopping excursions or birthday parties are not.
- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to provide a written note or to contact the school explaining why an absence has occurred.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in the morning and the afternoon by teachers, are collated on our EDSAS database and communicated to the Department of Education and Children's Services.
- The Department of Education and/or enrolment auditors may seek student attendance records.
- The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- The principal will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a report by the principal to the Attendance Officer of DECS.
- Student attendance and absence figures will appear on student end of year reports.
- All children are required to be at school by 8.50am.
- If families choose for children not to take part in school activities such as camps and excursions, the children are expected to attend school.

Evaluation:

This policy will be reviewed as part of the school’s review cycle.