



LAURA PRIMARY SCHOOL STUDENT ATTENDANCE POLICY

Please note this policy is mandatory and staff are required to adhere to the content

Approved by	Laura Primary School Governing Council
Approval date	26 th October 2020
Review date	3/9/2020 at Education Committee meeting

Rationale

For students to have maximum benefit from their educational experiences, they need to participate fully in the learning opportunities being offered in the school. To do this they need to attend school regularly and arrive punctually at the beginning of the day. In South Australia it is compulsory for children to attend school from the age of 6 or after they have been enrolled. Students should be in the yard by 8.45am as the learning program commences at 8:55 am. The yard is supervised from 8.35am.

Responsibilities

Student Responsibilities

- To attend school every day unless they have a valid reason e.g. illness, to arrive punctually
- To provide an explanation to the office staff for their absence / lateness. This needs to be in person (adult only) a letter from parents / caregivers or a note in the students diary from the parent or Skoolbag absentee form.

Parents Responsibilities:

- To actively encourage their child to attend school everyday
- To support their child in arriving at school punctually
- To notify the classroom teacher/school in person, in writing, via Absentee form in Skoolbag or by telephone, of **any** absence or lateness
- After 3 days absence, we will make home contact, if parents have not contacted us. You are not compelled to get a sick certificate from a doctor. Sick certificates can also be written by chemists. We do need parent contact, either by phone, Skoolbag or in writing if children are absent for any reason.

Teachers Responsibilities:

- ◆ To keep accurate attendance records on the roll in accordance with DECD guidelines
- ◆ To communicate with parents/caregivers about children regularly arriving late, non-attendance or irregular attendance. This can be done by phone, letter or home visit. To reinforce a classroom expectation that students will be punctual and attend every day possible.
- ◆ After 3 days absent a doctor's medical certificate is required. Principal must be informed.
- ◆ To keep the principal informed of unsatisfactory attendance/punctuality
- ◆ If absences are unexplained an absentee slip (Pink Note) to be sent home and code on roll to be altered when it is returned.

Principal and Early Years Leader Responsibilities:

- ◆ To follow up on unsatisfactory attendance/punctuality. This can include letters or phone calls home, home visits or details of attendance sent to attendance officer.
- ◆ To inform classroom teachers of progress of further action
- ◆ To refer continuing problems to DECD.

Procedure for Late Arrival:

- Students need to enter school through the FRONT office, be signed in and collect a "Late Pass". A reason for lateness needs to be supplied by the parent.
- We cannot accept reasons from students.
- Preschool to 'handover' to Early Years Educator on arrival

Procedure for Leaving School during the Day:

- Parents/Caregivers need to come to the front office and sign the "Student Movement" Booklet before
- Students leave the school grounds. Date/time/name/class/reason/name of person collecting child/expected time of return are requested.
- If a student returns to school they must report their presence to front office staff.
- Preschool – pick up from Early Years Educator