



LAKE WINDEMERE  
B-7 SCHOOL  
The nature of learning.

# Student Attendance Policy



Government of South Australia  
Department for Education

## DOCUMENT CONTROL

**Managed by:**  
Principal

**Approved by: Governing Council**

B-7 Leadership Team

**Date approved:**

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**Next review: March, 2022**

## RATIONALE

The Education Act 1972 requires that children of compulsory school age be enrolled at school. The Compulsory Education Legislation requires children of up to the age of 17 years participate in a fulltime approved learning program. A condition of enrolment is that a student is required to fully participate in the education program arranged and approved by the enrolling school. Such participation is to include engagement and attendance as required by the program.

If students miss the basic skills taught in the early years of schooling they often experience learning difficulties later on. Research has indicated that:

- Irregular attendance in the early years can lead to poor patterns of attendance in primary years;
- Poor attendance makes it difficult for students to form positive relationships with their peers;
- There is a direct correlation between attendance and achievement.

We are committed to providing a safe and supportive learning environment for all students which addresses their educational needs

We expect students to be at school all day, every school day. This means that students will be in class ready to start learning at 8.40am and remain until 3.00pm.

It is important that students, staff and parents / carers have a shared understanding of the importance of attending school.

## EVERY DAY COUNTS

We are committed to assisting our community to understand the impact poor attendance has on learning and will therefore work to develop an understanding about the impact with information like the following:

If your child misses...	That equals...	Over 13 years of schooling, that's...
1 hour per week	7 days / 1 ½ weeks per year	Just under half a year
1 day per fortnight	20 days / 4 weeks per year	Nearly 1.5 years
1 day per week	40 days / 8 weeks per year	Over 2.5 years
2 days per week	80 days / 16 weeks per year	Over 5 years

There is a direct correlation between attendance and achievement. To ensure students reach their full potential Lake Windemere B-7 School:

- Is committed to promoting the message that everyday counts;
- Believes all children should be enrolled at school and attend all day, every school day;
- Monitors, communicates and implements strategies to improve regular school attendance; and
- Believes that attendance at school is the responsibility of everyone in the community

## AIMS

Lake Windemere B-7 School has developed the Attendance Policy to:

- Improve student access and participation;
- Develop lifelong positive routines and practices;
- Intervene early if the need arises;
- Provide support for students, parents/caregivers and teachers;
- Maximise learning opportunities by ensuring student absenteeism is kept to a minimum;
- Ensure that the maintenance and approach towards regular school attendance is the responsibility of all school staff, parents/guardians and students; and
- Put in place agreed processes for managing students' absences within the school.

## **RESPONSIBILITIES-**

### **Parents/Caregivers**

- Parents/caregivers are responsible in enabling their child to attend punctually (8:40am) and daily when instruction is offered unless the school receives a valid reason for being absent (e.g. illness).
- Parents/caregivers must provide an explanation to the school whenever their child is absent via telephone on the day of the absence and / or followed up by a diary note on the student's return to school. Parents/caregivers are to provide a medical certificate where appropriate for extended absences (3 days or more).
- When a student is late for school, it is appropriate that the parent/caregiver explains the reason for lateness. If a student arrives after 9.30 they are required to sign in at the front office.
- Parents/Caregivers picking their child/ren up before 3pm need to sign out at the front office and collect an early departure slip to take to the class teacher.
- Parents/ Caregivers must let the school know if an extended absence (3 days or more) is likely or if the school needs to arrange work at home for students.
- For temporary exemption from school (e.g. family holiday overseas) parents/ caregivers must notify the Principal prior to the absence and fill out form ED 175. Depending on the length of exemption, this form will be sent to the Regional Office.
- Work with the school on intervention strategies to improve attendance

### **Teachers**

- Monitor each child using data recorded on Sentral (lateness/attendance).
- Each absence must be recorded with the appropriate code to explain the reason for each absence.
- Students are to be marked D/U (*Day / Unexplained*) if not in class at roll call, unless prior parent/guardian information has been received.
- Record absences and reason for absences on Sentral and submit between 9.30am and 10.00am
- Record student lateness on Sentral for students arriving prior to 9.30am
- Follow-up all unexplained absences and continually update Sentral with confirmed explanations
- All staff initiated interventions regarding lateness/absences must be documented using "Contact with Parents/Caregivers re Student Absences Contact Initiated by Staff proforma" located in the purple folder
- Follow guidelines stated in the Lake Windemere B-7 School Attendance Plan.
- If unable to make contact with parent, complete the "attendance follow-up request proforma" and provide to Student Wellbeing Leader.
- Ensure that all written explanations, replies to absentee notes, medical certificates and other documentation are kept with each term's roll book. These will be handed to the front office in week 5 and at the end of each term. All related correspondence entered via diary must be copied and retained. All information relating to an absence needs to be documented on Roll Book amendment sheet for auditing purposes. N.B **Codes cannot be provided without information from parent. It must then be documented.**
- **Amend (if necessary) and sign the EDSAS printout at the end of each term, as a true record, and report any EDSAS data discrepancies. This is a legal document.**

### **Front Office SSO's**

- **Record any parent notifications received at front office in Sentral with reasons and details, viz., name of caller, time and date, type of illness, holiday destination, etc.**
- Record parent notifications in Sentral. D/U (*Day / Unexplained*) code to be changed only when advice has been received to explain the absence.
- Student Exemption Details should be entered in EDSAS in the Student Exemption Details screen found in the Student Personal Part 2 screen in the List under "6-Exemption details" **as well as** entered in Sentral.
- All student exemptions must be supported by ED175 proforma or other document. If formal application not made prior

to exemption dates, attach explanatory detail signed by Principal to an Exemption pro forma.

- Approved ED175 (Application for Exemption from School Enrolment/Attendance) forms are to be filed (original in student file) and photocopy in pigeonhole for teacher to file in purple folder.

#### **Aboriginal Education Team**

- ACEO to track and monitor all ATSI student data R-7 using Sentral.
- Communicate with stakeholders (ie parents/caregivers, teachers and leaders) regarding attendance.
- Support with home visits where necessary.
- Support and implement referrals to Support Services in collaboration with teachers, leaders and parents/caregivers.
- Provide re-engagement strategies to families and students where appropriate.
- Participate in meetings regarding ATSI students and their attendance.

#### **Leadership**

- Train staff on the roles and responsibilities regarding student attendance, including the induction of new staff throughout the year.
- Provide teaching staff with Attendance Policy and proformas used for documenting attendance.
- Analyse attendance data 2 times a term to identify students at risk. (Case Management meetings) The attendance report will be produced at Weeks 4 and 8 of each term. Information will be handed out at staff meeting (week 4 and 8) for teachers to analyse and follow up on unexplained lateness/absences.
- Attendance Letter home (week 4 and 8) to inform parents /carers of student absence and/or lateness
- Provide data at each Week 8 Staff Meeting for an Attendance Analysis
- Ensure staff is informed of any changes in recording processes in line with DECD instruction.
- Write articles for the newsletter regarding the importance for regular attendance and being on time for school
- Provide regular attendance rates to class teachers for proactive purposes. Goals for attendance to be published and acknowledged when met.
- Meet with Social Worker – Attendance and Family focus twice per term (week 4 and 8) to:
  - Monitor school attendance processes and procedures
  - Develop/Review strategies to improve student attendance and lateness
  - Ensure that school is meeting their accountability requirements
  - Manage the Regional referral process

#### **Principal Responsibility:**

- The principal has delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods up to one calendar month. Parents/caregivers should apply in writing and principals should advise approvals and non-approvals on school letterhead. Copies of such advices are to be retained in the school files, together with applications, and are to be made available to appropriate Department Officers as required.
- All applicants for temporary exemptions exceeding once calendar month, and for permanent exemptions, are to be set out on Form ED175 and forwarded to the District Office

#### **End of Term:**

- At end of term generate 'term absence reports' for each roll class - to be given to teachers for verification.
  - Term absence reports are to be attached to term roll records: including supporting documentation (notes etc) and must retained.
  - *Note: Term absence reports are to be generated in the event of a change of teaching staff so as to be verified by the teacher responsible for roll class during period of the report.*

At end of each term complete absence record on ED043 (Student Record Folder) for each child.

#### **Related items:**

EDSAS Roll Class Absence Sheets

Roll Book Cheat Sheet

Lake Windemere B-7 Procedures for addressing student attendance concerns

Contact initiated by staff document

Attendance follow up request form

Absence Slip

Addressing absenteeism at Lake Windemere B-7

ED175 Application for exemption from School Attendance.