



SEAFORD RISE PRIMARY SCHOOL

Attendance Policy

Research shows that attendance at school all day and every day positively affects learning, wellbeing, employment and life outcomes for children and young people. Learning is cumulative and it is disrupted if students often miss school.

School Attendance and the Law

Attendance at school is compulsory. The Education and Children's Services Act 2019 states that all children must attend school from 6 until they turn 17. This could be in a school or an approved learning program.

Parents or legal guardians (carers) can be prosecuted if they do not make sure their child goes to school. This can mean being fined or getting a criminal conviction.

The Department for Education's Attendance Policy

The South Australian Department for Education's Attendance Policy guides the responsibilities of the whole school community to make sure that children and young people attend school. This includes school staff, parents, carers and students.

Schools work with their community to develop positive attendance habits. This starts from the earliest years. They do this when they provide a safe, inclusive and culturally respectful environment. They use effective and consistent local practices to monitor and manage absences.

Students at Risk from missing school

Students can be away from school for many reasons. Schools use categories to identify children and young people at risk. We make sure that appropriate follow up and support is provided.

Habitual non-attendance: a student has 5 to 9 days absent in a term for any reason.

Chronic non-attendance: a student has 10 or more days absent in a term for any reason.

How we Implement the Department for Education's Attendance Policy

At Seaford Rise Primary School our attendance practices align with the Department for Education's attendance policy.

We support student attendance when we:

- promote the importance of education from the earliest years of life and throughout school
- assess patterns of non-attendance and ways for this to be addressed
- actively engage and include all children, young people and their families
- provide support to address the barriers to attendance, learning and wellbeing
- monitor attendance to make sure progress is documented and supports are in place
- evaluate the need for further or ongoing support and referral for additional support.

We use data to create our attendance improvement plans. This is in partnership with our community. Our plan includes the actions we will take to make sure all students can attend school.

Seaford Rise Primary School's Attendance Expectations

School starts at 8.40am each day and finishes at 3.00pm.

A parent or carer must provide an explanation if their child is late or has to leave early. Signing students in or out occurs through the front office.

Attendance Responsibilities

Everyone has a role to make sure students attend school all day, every day.

Students

- Attend school every day the school is open unless they are ill or have an approved exemption.
- Arrive at school and to all lessons and activities on time.
- Participate positively in all learning activities.
- Report to the front office if they arrive late or are leaving early. A parent or carer is to provide the reason.

Note: a student's age and circumstances affect the level of responsibility.

Parents and Carers

- Make sure their child attends school every day the school is open, unless they are ill or have an approved exemption.
- Be responsible for their child's travel to and from school.
- Make sure their child arrives at school on time, between 8.30am and 8.40am.
- Provide their child's school with up-to-date contact details.
- Provide a reason to the school if their child is absent, late or leaving early. The same day if possible.
- Avoid collecting students early from school. Consistent early pick up will require an exemption from the Principal.
- Provide a medical certificate or written explanation if their child is ill for 3 or more days in a row.
- Make appointments outside of school hours if possible. For example, dentists or National Disability Insurance Scheme (NDIS) providers.
- Monitor their child's attendance and classwork. Help their child to meet deadlines and catch up if needed.

Teachers and Administration Team

- Make sure the electronic roll is completed and submitted every morning.
- Accurately record each absence, late arrival or early departure with the appropriate code.
- Teachers and/or Administration to follow up unexplained daily absences and lateness and request reasons for these and document.
- Teachers of students who have been absent for 3 consecutive days without an explanation have a responsibility to contact parents on the third day to seek reasons for the absence.
- Document contact with parents and carers about absences, including attempts to contact.
- Make notifications about chronic non-attendance (via the Child Abuse Report Line – CARL) guided by Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) requirements.
- Request a medical certificate from parents or carers if needed.
- Identified patterns / unexplained absences must be reported to the Wellbeing Leader.
- Teachers must report absences to the Wellbeing Leader that occur after 10 days of accumulated absence, or sooner if the student has a poor attendance record.
- Habitual and Chronic absences will be collected at the beginning of every month.
- The Wellbeing Leader will follow up with staff around attendance concerns identified and if necessary, a letter will be sent to parents to notify them of their child's attendance with the purpose to raise awareness of the absences and seek support if needed.
- If required, an attendance plan will be discussed with parents with the intent to support improved attendance.
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised by the school. The Wellbeing Leader will initiate a consultation conversation with the social worker for Attendance and Engagement with the intention to submit a referral. This information will be collated and interventions required will be processed.
- Unresolved attendance issues may be reported to the Department of Child Protection and to the Department for Education Department.

- At the end of each term teachers will receive a Student Attendance Report. This report needs to be thoroughly checked and signed off as being a true and accurate record of student attendance.
- The Department for Education (DfE) and enrolment auditors may seek student attendance records at any time.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- The Principal or Wellbeing Leader will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- Student attendance and absence figures will appear on student mid-year and end of year reports. The data will show absences.
- Students who are not present at the time of the morning roll call at 8:40am, will be marked as absent.
- Students who arrive later than the class roll has been taken need to report to the front office and the staff there will adjust the roll according to the explanation given by the Parent/Carer.
- Students who leave school 12pm to 2:30pm will be marked as absent .5 (Afternoon)
- Students leaving between 2:30pm to 3.00pm are marked as early dismissal
- Students who arrive to school later than 9:30am will be marked absent .5 (Morning)
- Students arriving after 8:55 and up to 9:30am will be marked late.
- Aggregated student attendance data is reported to the Department for Education (DFE) and the wider community each year as part of the Annual Report.

Authorisation of Exemptions

In some circumstances, the Principal has authority to approve an exemption from school. This can be for up to 1 month. It can also be for up to 12 months for a family holiday.

Before asking for an exemption, families should talk to a site leader. Students must attend school until an exemption is approved.

Our school requires an exemption for absences more than 5 school days in a row. This does not include illness.

Parents or carers must apply in writing. The Principal will advise them in writing of their decision. A copy is kept in the student record folder. Forms are available from the front office.

Frequent late arrival or early departure will require an Exemption and may be approved with appropriate documentation.

Exemptions of more than 1 month (excluding holidays) must be approved by the Department for Education's central office.

Note: Exemptions are counted as student absences from school.

