



NOARLUNGA DOWNS P - 7 SCHOOL

Canterbury Crescent,
Noarlunga Downs, S.A. 5168,
Phone: 8384 4395 **Fax:** 8326 3519
Principal: Gaynor Steele
Senior Leader: Sheryl MacDonald



Government of South Australia

Department for Education and
Child Development

ATTENDANCE POLICY AND PROCEDURES

A child who is 6 years old but not yet 17 is of compulsory school age irrespective of distance from school and is required to be enrolled at a registered government or non-government school on every day that instruction is provided unless The Minister has granted an exemption from school attendance

Student success is dependent on consistent attendance at school reinforced and supported by parents. Successful students start the day on time

Parents' Responsibilities

- Parents/Caregivers are responsible for getting children to and from school punctually
- Arrival time is between 8:30am to 8:40am
- Late arrivals go directly to the front office to sign in and collect a late note to take to the class teacher
- The school requires an explanation for a student's absence, or lateness via a phone call, a written note or a medical certificate. After 3 days absence a written explanation is expected
- Lateness requires explanation by the parent or caregiver
- Parents or caregivers need to advise the school if an extended absence is likely and can request work for the student to do at home

Teacher Responsibilities

- Monitor children's attendance
- Mark the roll at 8:50am daily
- Record absences and reasons in the roll book. Send the roll book to the front office by 10:00am each Monday
- Record lateness, keeping a record of time of arrival and reasons
- Send an absence form to the front office for each student absent. This is to be done as soon as the roll calling is complete
- Contact the parent if the student's absence is unexplained via note or phone call.
- Notify the Counsellor if they are unable to contact the parent.
- If a student has continued or prolonged absences, contact the family to verify reasons for absence and/or to offer support. Record actions taken in student file
- Accurately make any alterations required to the EDSAS roll e.g. explanations for absence that come in after initial recording is made
- Discuss attendance concerns with the Counsellor
- Coordinate a collection of work for students who are unable to attend school and/or when work is requested

Front Office Responsibilities

- Support students who arrive late to sign in
- Inform leadership if students consistently arrive late, too early or who have continued multiple absences or unexplained absences
- Send late slips with late arrivals back to class so attendance records can be modified accurately
- Phone home daily if no reason is provided for absent students
- Inform teachers about reasons for absence; unexplained absences are recorded
- Collect all class roll books by 10:00am each Monday and record information in EDSAS

Leadership Responsibilities

- Contact parents/caregivers if teacher is unable to contact parents. This may also include a brochure about the importance of attendance
- Document interventions, strategies, home visits, phone calls and keep in student files
- Provide temporary exemptions as required for periods of up to one calendar month. Approvals to be documented on Exemption Form ED 175, signed by the Principal and kept in the student's file
- Exemptions exceeding one month or for permanent exemption are to be set out on Form ED175 and sent to School and District Operations
- In consultation with class teachers refer to the Regional Attendance Officer cases where school intervention has been unsuccessful