



Flinders View Primary School Attendance Policy

RATIONALE

For students to have maximum benefit from their educational experience 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 school day.

In South Australia it is compulsory for children to attend school between the ages of 6 and 16.

RESPONSIBILITIES

Student

- To attend school every day; unless there is a valid reason eg. illness.
- To arrive punctually; by 8.50am.
- To provide an explanation to the teacher for absence/lateness provided by a caregiver.
- Participate appropriately in school and approved learning programs.

Parents

- To actively encourage their child to attend school on a regular basis.
- To support their child in arriving at school punctually; by 8:50am.
- To notify the classroom teacher/school of any absences/lateness as soon as possible; either verbally in person, via telephone or written format.
- When appropriate, apply for exemption for extended planned absences.
- Work with the school on intervention strategies to improve attendance when required.

Teachers

- To keep accurate attendance records in accordance with DECD guidelines.
- To communicate and follow up with parents/caregivers in regards to children arriving late or absences through phone call or home visit.
- To reinforce a classroom expectation that students will be punctual.
- To update SENTRAL when information is received from parents/caregivers.
- To keep the leadership team informed of unsatisfactory attendance/punctuality, exceeding 3 days, so appropriate referrals can be lodged.
- Provide a learning program and environment that seeks to engage all children and young people, which offers opportunity for success, thus encouraging regular attendance.
- Work with parents/guardians and government/non-government agencies in supporting children and young people with regular attendance in their education program.

Front Office staff/ACEO

- Correspond any communication had with teachers regarding reasons for absence/lateness by parents.
- Greet all children arriving late to school in a positive manner.
- Record the late arrival time of students on SENTRAL and provide students with a late slip.
- Send out SMS messages by 10.30am each day.
- Check incoming SMS messages each afternoon and update SENTRAL with reason for absences.
- Communicate concerns with leadership regarding individual children and ongoing absences or lateness.
- Class data be displayed weekly in the form of graphs.



Principal/Leadership

- Ensure the attendance of all students is optimised.
- Ensure students, teachers and parents are aware of their responsibilities in regards to attendance.
- To follow up unsatisfactory attendance/punctuality upon the request of the classroom teacher.
- Student attendance and data to be regularly analysed for early and timely intervention when necessary.

ATTENDANCE PROCEDURES

1. All students attending Flinders View must be formally enrolled the day prior to the child entering the classroom.
2. Students are required to attend on every school day unless they are involved in other approved learning programs; which have been negotiated and approved between staff and families.
3. Teachers are to be informed of the reason for student absence to ensure correct collection of attendance data.
NOTE: Notes from parents are to be retained for one school year and made available as required. Verbal communications must be noted, dated and kept for one year.
4. Each morning staff are to greet students individually and record attendance accurately on SENTRAL by 9am and submit rolls at this time.
5. Any child arriving later than 9am must report to the front office where they will be welcomed by staff, provided with a late slip (yellow) and time / reason (if supplied) recorded onto SENTRAL by front office staff.
6. Any child who reports late to class without a Late Slip will be asked to return to the office to collect one to ensure consistent data collection.
7. At 10.30am Front Office staff will send out SMS messages to all families of students who are absent from school without a provided reason.
8. At 1.30pm Front Office staff will check incoming SENTRAL messages and record reasons provided by families for student absence.
9. Any family that calls the school to provide a reason for absence must be recorded directly onto SENTRAL.
10. Staff are to make a phone call to families of students who have been absent for three consecutive days without provided reason.
11. Where a staff member cannot make contact via phone after three consecutive days, leadership or the Aboriginal Education Team will be approached to conduct a home visit.
12. Students of concern will be discussed at regular STAR (Students at Risk) meetings, ensuring early intervention is put in place to improve/support attendance.
13. Students who do not respond to interventions, and whose attendance rate decreases further, will be referred to the Departmental Attendance Officer by the Wellbeing Leader.
14. No student is to be removed from classroom roll unless a Transfer Advice has been received or when the Attendance Officer gives permission due to the student moving interstate or in extenuating circumstances.



Does attendance really matter?

Missing one or two days a week may not seem like much but.....

If you miss....	Each year that equals....	This is the same as missing...	Over 13 years of school from R to 12 that means you've missed out on....	This is equal to finishing school...
1 day per fortnight	20 Days	4 weeks	Nearly 1.5 years	In Year 11
1 day per week	40 Days	8 weeks	Over 2.5 years	In Year 10
2 days per week	80 Days	16 weeks	Over 5 years	In Year 7
3 days per week	120 Days	24 weeks	Nearly 8 years	In Year 4