



ATTENDANCE POLICY

Our Attendance Policy is based on the DECD Attendance Policy 2009 and DECD Attendance Strategy for South Australian Preschools and Schools 2017–2020.

O’Sullivan Beach Primary School believes student academic success and sense of belonging within the school community is determined by good attendance at school. Attendance at school is vital to a student’s academic and personal success. Participation in school programs fosters the development of social skills. Students with a pattern of poor attendance are at risk as they may not achieve their potential both educationally and socially. There is a high correlation between attendance and successful literacy and numeracy outcomes. Attendance is a shared responsibility between the staff, parents / caregivers and students.

At O’Sullivan Beach Primary School we aspire to reduce the amount of chronic non-attenders, increase attendance rates of Aboriginal students and reduce the amount of lateness to school. Where a pattern of non-attendance or lateness has been identified staff will work with families to develop strategies to ensure regular attendance at school before a referral is made to Support Services Attendance Officers. Staff must ensure that any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student will be reported as part of their mandatory notification obligations.

The Education Act 1972 requires that children of compulsory school age 6-16 years to be enrolled at and attending school. Once a child is enrolled, even though they may be under the compulsory school age, they are required by law to attend the school on a regular basis.

Responsibilities

<i>Parents / Caregivers</i>	<i>Leadership</i>	<i>School Staff</i>
<p>Ensure their child arrives at school at 8.40am every day. Collect their child at 3.00pm every day. Provide an explanation to the school when their child is absent – ring the school, use the Skoolbag app or provide a written note in the diary. Late arrivals and early departures occur through the Front Office. Complete an Exemption form for extended absences – apply for approval of the Principal.</p>	<p>Ensure maintenance of attendance records. Establish and oversee procedures to follow up non-attendance. Work with school staff, families and students re attendance concerns. Make a referral to and seek the support of agencies / support services when there is a pattern of irregular attendance. Ensure intervention occurs after 10 days of accumulated absence, or sooner if necessary.</p>	<p>Record individual lateness / attendance according to DECD requirements. Follow up with parents / caregivers re unexplained absences or patterns of irregular attendance. Liaise with Leadership and ACEO re ongoing concerns for individual students.</p>

School Procedures

<i>Teachers</i>	<i>SSO / Admin</i>
<i>Daily</i>	
Record attendance / absence daily of students in the class. Return completed roll sheet to the Front Office before 9.15am.	Enter student absences on EDSAS daily. Record late arrivals and early departures on EDSAS. Provide roll class sheet to class teachers before 8.40am each morning. Call parents/caregivers to check absences daily.
<i>Unexplained Absences</i>	
Follow up with counsellor to contact parents/caregivers after 3 days unexplained. When explanation is provided in writing, endorse the note and date it. Keep records for one year – photocopy diary notes where necessary.	Amend entries on EDSAS as noted by teachers. Pass on phone messages received regarding absences to relevant class teacher – dated.
<i>Pattern of Irregular Attendance and Lateness</i>	
Notify Leadership of concerns. Keep records of any attempts to contact the parents / caregivers regarding attendance concerns. Work with parents / caregivers and support services to support regular attendance. Leadership to write letter to parent	Liaise with teachers to plan strategy to address concerns. Refer to Support Services using Single referral form. Maintain contact with the family throughout the case management process. Complete notification about abuse / neglect if necessary.

Definitions for High Risk:

Habitual Non-Attendance – where a student has five (5) or more absences per term. Alert re possibility of chronic non-attendance.

Chronic Non-Attendance – where a student is absent for ten (10) days or more per term. Analyse the absenteeism for follow up.