O'Sullivan Beach Primary School

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Our CARE values of Co-operation, Achievement, Respect and Empathy guide all our actions.

Attendance Policy and Procedures at O'Sullivan Beach Primary School

Rationale

All members of the school community are expected to support regular student attendance in accordance with the Department for Education attendance policy which clearly states:

- All children and young people will attend school in line with requirements of the education programs organised for them.
- School to prioritise early identification of non-attendance and irregular attendance and ensure intervention.
- Non-attendance and irregular attendance can be viewed as early indicators of potential for disengagement from education programs.
- Absence from school impacts significantly on all aspects of a child's development as a learner – socially, emotionally and academically.

The Education Act provides for:
- Compulsory attendance of every child aged from six to sixteen years of age irrespective of distance from school or whether disabled or not.
- Each child is required to be enrolled in a government or non-government school.

O'Sullivan Beach Primary School actively supports the legal requirements for attendance of students in accordance with the Department for Education Attendance Policy:
- The staff at O'Sullivan Beach Primary School acknowledge that monitoring school attendance, enables identification of areas for improvement, and for students who are at risk. Therefore, allowing early implementation of intervention strategies to support these students.
- The primary responsibility for meeting the legal requirement of school attendance rests with the parent/guardian.

Government of South Australia
Department for Education

School Attendance and Dismissal Times

8.30am - Gates open and yard supervision begins

8.50am - School day commences

3.00pm - Dismissal from class

3.20pm - End of yard supervision

Absence Procedures

- If a student is absent, parent/caregivers are to notify the school on the day of absence prior to 8.50am (by phone, SMS or in person) unless previous communication/notification has taken place.
- School will message a parent/caregiver if a student is absent, and no communication/notification has been received.
- Significant patterns of absence will be referred to the Leadership.

Late Arrival
If a student is going to arrive at school after 8.50am parent/caregivers are required to:

- Notify the school by phone/SMS before 8.50am.
- Significant patterns of lateness will be referred to Leadership.

Early Departures
If a student needs to leave prior to 3.05pm parent/caregivers are required to:

- Notify the teacher/school in advance where possible.
- Stipulate the time and reason for departure.
- Collect the student by reporting to the front office staff – who will send for the student.
- Sign the student in/out register.
- Significant patterns of early departure will be referred to Leadership.

Role of Parent/Caregiver:

- Ensure students attend school from 8.50am to 3.00pm each school day.
- Create an expectation that your children will attend school every day.
- Where possible make dental, medical, family appointments outside of school hours.
- Discuss any extended absence (medical/holiday/travel) with the class teacher or leadership to ensure the appropriate exemption form is completed. Request exemption form from Administration staff.
- Notify the school by phone/SMS, in person or in written form if student will be absent, late or depart early.
- Report to the front office when a student is late or requires early departure.
- Consecutive days of illness should be followed up with a doctor's visit and accompanying doctor's certificate.
- For long term illness a medical certificate from a registered practitioner should be provided to the school.

Support your child by:

- Talking positively about the school and showing a keen interest in your child's learning.
- Planning evening and morning routines that enable children to complete homework, get notes and diaries signed and complete any other preparation for the next school day.
- Maintaining regular bedtime routines and ensuring that children have plenty of sleep, in order to be fresh and rested at the start of each school day.

Role of Leadership Team:

- Ensure parent/caregivers and students are informed of the attendance policy and procedures.
- Keep parents updated about their child's attendance through written reports (2 x per year).
- Ensure consistency of attendance procedures in all classes R-6.
- Oversee analysis and maintenance of attendance data.
- Monitor MGM Message software and contact with parent/caregivers regarding significant absence.
- Record contact attempts on Rollmarker anecdotal notes.
- Report attendance data to Department for Education and school community through the Annual report.
- See advice, support or place referrals to the Department for Education Attendance/Engagement officer.
- Communicate with staff with regard to students at risk and future strategies to implement.
- Communicate with families who have children with continued poor attendance and/or significant unexplained absences.
- Initiate formal written communication with families who have children with continue poor attendance and/or significant unexplained absences.

Role of Teachers:

- Implement the school attendance policy and procedure.
- Provide a safe, success orientated and caring class environment.
- Discuss the importance of school attendance with students.
- Seek a reason for all student absences.
- Record attendance data daily.
- Make contact with parents to discuss ongoing and/or unexplained absence.
- Record communication attempts/conversations on 'Attendance Summary Sheet' in Class Roll folder.
- Check communication books and diaries daily.
- Identify patterns of absenteeism/lateness and accumulated absence of 10 days or more and discuss with parent/caregivers.
- Refer patterns of unexplained absence to the leadership team.
- Refer failed contact attempts to Leadership.

Role of Administration Staff:

- Administer late arrivals and early departures.
- Manage the updating of class absences.
- Send SMS messages to parents of students with unexplained absences daily.
- Monitor SMS replies and record.
- Enter attendance data into Rollmarker daily.
- Identify patterns of absenteeism/lateness and discuss with Leadership.
- Refer patterns of unexplained absence to Leadership.
- Update/monitor MGM Message Reports.

Supporting Documents:

https://www.education.sa.gov.au/policies/shared/attendance-policy.pdf

Communication and review

This policy has been approved in conjunction with the relevant school staff and governing council members. This policy will be reviewed every three years and the next review date is August 2027.