



Last reviewed June 2022

Modbury School P-6

ATTENDANCE POLICY

All children have the right and the need to attend school regularly and participate fully in order to gain maximum benefit from schooling. Regular attendance enables children to access a full education, providing greater opportunity to reach their full potential. School staff consistently encourage and emphasise attendance and punctuality. Our aim is to ensure all children can access equitable educational outcomes.

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.

Modbury School'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.

We aim to work with our community to develop positive attendance habits. This starts from the earliest years. We do this to provide a safe, inclusive and culturally respectful environment and ensure we 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's attendance policy

At Modbury School Preschool to Year 6 our attendance practices align with the department'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 develop ways to address this
- 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.



Modbury School Preschool to Year 6's attendance expectations

School starts at 8.55am each day and finishes at 3.05pm.

A parent or carer must provide an explanation if their child is late or has to leave early. All students must give this to student services / front office when they sign in or out.

Parent/caregivers Responsibilities

The Education Act (1972) requires that children of compulsory school age 6 - 17 years are enrolled at and attending school. Once a child is enrolled, even though they may be under 6 years of age, they are required by law to attend. The responsibility for meeting this legal requirement rests with the parent/caregiver.

The parent/caregiver will:

- Ensure their child attends school every day, on time.
- Be responsible for their child's travel to and from school.
- Support their child to arrive at school between 8.35am and 8.55am.
- Ensure their child reports to the front office staff window to sign in and collect a late slip if they arrive after 9.00am. This slip is presented to their child's teacher.
- Notify the school via telephone call, email or Skoolbag App by 8.55am if their child is unable to attend on a particular day. On request, supply a medical certificate for long absences of their child.
- Provide the reason for absence / lateness by written communication, in person or by phone (please note that this must be given by the parent/ caregiver not a sibling).
- Report to the Front Office window prior to picking up their child for early dismissal (those dismissals before 3.05pm), in order to sign their child out.
- Let the school know if an extended absence is likely or if the school needs to arrange work at home for their child.
- Apply for an exemption from school, for holidays that range in length from one day and up to a month. These are available from the Front Office. It is preferred that these holidays are taken within the school holiday period.
- Make sure that all emergency contact details, including the parent/caregiver's mobile telephone number and email, are up to date and current.

Teacher's Responsibilities

Teachers will:

- Provide a relevant and dynamic learning program that seeks to engage all children and students and offers opportunity for success, thus encouraging regular attendance
- Monitor each child's attendance and/or lateness.
- Record accurate attendance data on learnlink, including reason for non-attendance/lateness and communication with the parent relevant to attendance.
- Ensure that the roll is accurately completed every morning, including reason codes if known. Reason must be listed as unexplained unless the student's parent/caregiver has personally provided reason for absence (note reason cannot be given by sibling).
- Contact the parent/caregiver either via email, telephone or by writing if a child has unexplained absence for more than two days in one week. Always record follow ups taken on Learnlink.
- Phone parent/caregiver and ascertain the reason of unexplained absence after three consecutive days of non-attendance. Initial phone contact attempt should be made before close of business on the third day. If student is ATSI, teacher should also notify ACEO.

- Liaise with line managers/leadership regarding further action/strategies to be taken when attempts to communicate with the parent/caregiver are unsuccessful or when unexplained absences continue.
- Build and maintain good relationships and open lines of communication with the child/children and their family.
- On a fortnightly basis, monitor if a student is late more than 20% of the time and contact families accordingly to prioritise on time attendance and offer support.
- Enter daily absences and late arrivals via Learnlink daily
- Follow-up daily absences/late arrivals that are unexplained
- At the end of each term, teachers are required to sign a data sheet for the Term absences and provide evidence of attempting to follow up all unexplained absences via a log.

Front Office /Administration Staff Responsibilities

The Student Service Officer (SSO) will:

- Import attendance data into EDSAS
- Monitor late arrivals, giving a slip to students so that teachers can enter the data into Learnlink
- Monitor early departures, asking parents to sign out via the Passtab machine and transpose this data into Learnlink
- Send teachers emails regarding phone calls and skoolbag notifications regarding student absences daily

Leadership Responsibilities

Leadership will:

- Liaise with teachers regarding strategies to re-engage the child / family to attend school.
- Liaise with parent/caregiver by phone, email, letter or home visit and document interventions, strategies, home visits, phone calls..
- Support parent/caregiver to apply in writing, and complete an ED175 form, for approval for temporary exemption for a period of up to one calendar month and for permanent exemptions. All applicants for temporary exemptions exceeding one calendar month are to be set out on form ED175. These forms are available at the Front Office. *Principals have delegated authority from the Minister to approve extended absences.* Once signed by the Principal the form is required to be given to the Student Attendance Officer and filed in the child/children's file.
- Liaise with teachers to ensure understanding of the roll attendance system and highlight the importance of following up 'unexplained' absences.
- Liaise with parent/caregiver regarding modified attendance, alternative programs and medical needs including health care plans.
- Refer student to SRT, if attendance issues are not resolved after teacher has held a formal meeting with parent.
- Oversee the ongoing monitoring and re-engaging of the child once a referral has been made.
- Keep ongoing communication with Truancy Social Worker to structure appropriate home visits, communication and further intervention for chronic non-attendance.
- Follow up with classroom teachers where necessary.

Student Responsibilities

- Children and students enrolled in a preschool or school site have responsibility for their attendance.
- The level of responsibility will be determined by the individual circumstances of the child.
- The expectations are that they:
 - Attend preschool, school or other educational program as negotiated regularly on every day the program is offered

- Be punctual in arriving at preschool, school or the educational program and for all associated lessons and activities
- Engage appropriately in the education program as negotiated

ATSI Students

Teachers and Leadership will liaise with Aboriginal Community Education Officer who is responsible at our site for managing attendance for Aboriginal students. Please see Appendix 1 for further procedures regarding ATSI Students.

Policy adapted from DECD policy

<https://myintranet.learnlink.sa.edu.au/library/document-library/controlled-policies/attendance-policy.pdf>

POLICY TO BE REVIEWED June 2023

