



Attendance Policy and Procedures

At Norwood Primary School we believe children 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 will encourage and emphasise attendance and punctuality. Our aim is to ensure all children can access equitable educational outcomes.

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/children attend school every day, on time.
- Support their child/children to arrive at school between 8.30am and 8.45am.
- Ensure their child/children reports to the Front Office to collect a late slip if they arrive after 8.55am. This slip is presented to their child/children's teacher.
- Notify the school via a telephone call 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 lateness by communicating in their child's diary, in person or by phone.
- Report to the Front Office prior to picking up their child before the end of the school day.
- 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, are up to date and current.



Teacher's Responsibilities

Teachers will:

- Monitor each child's attendance and/or lateness.
- Record accurate attendance data in the roll book and the reason for non attendance. This information is forwarded to the Front Office at 9am each morning. The class roll will be returned to teacher's pigeon holes.
- Contact the parent/caregiver either by letter, note in the diary/communication book, via email or telephone regarding a child's unexplained non attendance.
- Liaise with line managers/leadership for regarding further action/strategies to be taken when attempts to touch base with the parent/caregiver are unsuccessful.
- Build and maintain good relationships and open lines of communication with the child/children and their family.
- Ensure that the EDSAS roll is accurately completed every morning
- Check and correct the EDSAS roll data for unexplained absences every Monday.

Front Office Administration Staff Responsibilities

- The Admin Officer (SSO) will:
- Enter attendance data on EDSAS daily and return class roll to teachers by the end of the school day.
- Enter late arrivals into EDSAS and generate a slip that is given to the child/children to take to their class teacher.
- Generate a slip for early collection and give it to the parent/caregiver to sign.
- Phone parent/caregiver and ascertain the reason of unexplained absence after three days of non attendance. If parent/caregiver is non-contactable a note is written on the roll book for the teacher to follow up.
- Give leadership a copy of the EDSAS unexplained roll sheets Weeks five (5) and nine (9) of each term to enable further action.

Leadership's Responsibilities

- Leadership will:
- Liaise with teachers regarding strategies to re-engage the child to attend school.
- Liaise with parent/caregiver by phone, email, letter or home visit and document interventions, strategies, home visits, phone calls and include them in child's file.
- 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 Front Office and filed in the child/children's file.

- Liaise with parent/caregiver regarding modified attendance, alternative programs, health care plans, restorative practices and extra curricular support.
- Refer to an DECD Attendance Officer if attendance issues are not resolved or if a child is absent for ten (10) days or more per term.
- Oversee the ongoing monitoring and reengaging of the child once a referral has been made.

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