



Attendance Procedure

- Rationale-

At Crystal Brook Primary School, we believe the future of student success is determined by regular attendance at school; it develops skills and attitudes that help students to optimise their life choices. Family attitude to regular and on-time attendance is critical in positively supporting their children's education. The Education Act 1972 required that children of compulsory school age be enrolled at school. A condition of that enrolment is that a student is required to fully participate in the education program arranged and approved by the enrolling school. Such participation is to include engagement and attendance as required by the program.

-School Community Responsibilities-

Parents' & Caregivers Responsibilities

Parent/caregivers are responsible for ensuring that:

- Children arrive at school between 8.30 and 8.45.
- Children attend school on every day when instruction is offered unless the school receives a valid reason for being absent (e.g. illness).
- They provide the school with an appropriate explanation for the student's non-attendance or lateness, either via a phone call, SMS, skoolbag, conversation or written note as early as possible, but should be within three days.
- Where possible they provide the school with a medical certificate for illnesses. The school will ask for medical evidence of cause of absence for a student who has been absent due to reported illness for three or more consecutive days.
- Where a student is absent due to reported illness for ten or more days in any term medical evidence might indicate that a care plan is required for a treating health professional i.e. asthma, allergies, injuries.
- Parent/caregivers let the school know if an extended absence is likely and coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested as soon as they are aware of absence.
- To apply for temporary exemptions when children are going to be absent for periods of time up to a month e.g. family holiday that can only be taken at certain times e.g. due to work.
- In some special circumstances apply then parents need to ensure that their child has entered the school grounds and gone to class where the teacher can sight them to ensure the child's safety.
- Parents/caregivers must complete the yellow form from the front office and sign out their child if leaving school during the day before collecting them from class.

Teacher's Responsibilities

- Develop positive relationships with students and parents.
- Provide meaningful, worthwhile and inclusive experiences for all students.
- Monitor each child's attendance. Communicate child's attendance with home via diaries/communication books.
- Record absence and reasons for absence, if known on roll sheet. Send Notification of Student Absence Record with student's full name and date of absence and the reasons for absence, to front office daily.
- Discuss and follow up irregular attendance/lateness with the parents, Attendance Team.
- Liaise with support staff e.g. counsellor, AET, ACEO to provide networks for family and students to aim to improve attendance and lateness.
- Document all interventions, strategies, home visits, phone calls and include in student's file using a *Student Attendance Profile*.
- Assists the Attendance Team to gather information required as stated in the DECD pre-referral checklists booklet.
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons within a reasonable time limit from parents/caregivers.
- Demonstrate sensitivity when handling attendance issues with students. Ask why they are late at an appropriate time.
- Where necessary seek alternative placements and programs for students.



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-School Community Responsibilities-

Student's Responsibilities

Students need to:

- If late, collect a late card from the office, enter the classroom with as little disruption as possible and place late card in allocated area.
- Stay on the school grounds, unless they are signed out by an adult or have the appropriate consent to leave (e.g. SAPSASA, music lessons, excursions).
- Show a level of responsibility towards their own attendance (age appropriate) i.e. coming to school organized and prepared, going to bed on time, getting up on time, set an alarm clock, unpacking bag before playing with others when they arrive at school, getting ready for school before watching TV and not arriving at school before 8.30am.

Administration Responsibilities

- Front office staff to record late arrivals in EDSAS/DUX. Front Office Staff record all messages received by phone on a yellow form or print SMS & *skoolbag* messages, then enter data into DUX/EDSAS and file daily in roll books.
- When the teachers have difficulty making phone contact with a particular student over a period of more than three days, they will make the Attendance Team aware of the issue and the Attendance Team will follow up.
- Enter information from class roll sheets in EDSAS/DUX daily.
- A continuum is printed weekly with absences highlighted for teachers to follow up any left over unexplained absences.
- Ensure that the EDSAS roll is accurately completed and note changes to teacher in roll books.
- Ensure procedures, including parent/caregiver notification are in place to follow non-attendance. SMS and *skoolbag* messages are sent home daily for any unexplained absences.
- Classroom teacher/s assist in the documentation of interventions, strategies and phone calls. This information being passed to the Attendance Team.
- Ensures a copy of the schools attendance data from EDSAS is printed off weekly and filed in Roll Books and given to the Class teacher.

School Attendance Team Responsibilities

- Attendance Team will meet when needed to analyse school attendance data from EDSAS and send home letters to parents with attendance issues. They will also complete a teacher checklist for identified students and pass on to classroom teachers for effective communication of issues arising with attendance.
- Communicate between staff about attendance issues/concerns. Support staff (e.g. Principal, Coordinator, Counsellor, AET, ACEO) will actively support class teachers to resolve issues.
- All identified students will have a *Student Attendance Action Plan* documented, in consultation with class teachers, student and family. This will involve parent meetings and a *Student Attendance Profile* maintained by the classroom teacher and/or the Aboriginal Education Team/Attendance Team.
- Attendance team must document all information relating to non-attendance, such as phone calls, contact with homes, interventions, strategies, mandatory notification and include in student's file.
- Ensure intervention occurs after several days of accumulated absence or sooner if the student has a poor attendance record.
- Site contacts the Student Attendance & Engagement Officer for a pre-referral discussion, requests Aboriginal Inclusion Officer involvement if required.
- Make a referral via EDSAS, and seek support from agencies and support services when a learner's pattern of attendance becomes irregular.



Crystal Brook Primary School



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-School Community Responsibilities continued-

In order to assist Crystal Brook Primary School to identify students at high risk DECD has established the following:

Habitual Non-Attendance: Where a student has 5 or more absences per term (average one day a fortnight) then the school will analyse for possible chronic non-attendance.

Chronic Non-Attendance: Where a student is absent for 10 days or more per term (average one per week) then the issues of absenteeism for that school should be analysed for possible chronic non-attendance.

On-going responsibilities:

- Ensure that notifications about suspicions of neglect and/or abuse are made in addition to a referral to the Port Pirie Office.
- Remain engaged with the family throughout the referral and case management process undertaken by DECD Support Services.
- When the class teacher has difficulty making phone contact with a particular student over a period of more than three days, they will make this aware to the attendance team who will follow up with a home visit.
- In the event of chronic non-attendance, the principal need to ensure that they have met the DECD Attendance Policy requirements prior to referring the student to DECD Support Services who will contact Families SA.
- All applications for exemptions exceeding one calendar month and for home schooling are to be set out on form ED175 and addressed to the School.
- Primary Schools need to advise student attendance counsellors of any student who leaves a primary school at the end of year seven and does not enrol at a secondary school.

-Home Visit Procedure-

If phone contact is not made (e.g. parent may not answer phone) over a period of three consecutive days, it will be the Attendance Teams responsibility to conduct a home visit. Employees required to make a home visit in the course of their duty should adopt suitable precautions to ensure their wellbeing, including being accompanied by a second person where this seems appropriate. (Occupational Health, Safety and Welfare Manual General Guidelines (Section 5.1.3).

In the event parents/caregivers are not home a *Home Visit Notice* is filled in and placed in the letter box with an *Attendance Information Pamphlet* to inform parents/caregivers of our visit and their responsibilities regarding attendance.

Reviewed by Education Committee:

Ratified By Governing Council: 07/08/2019