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'Pursuing and Promoting Success:' Core Values
Respect, Responsibility, Honesty, Trust and Safety

ATTENDANCE POLICY AND PROCEDURES

A child who is 6 years old but not yet 17 is of compulsory school age irrespective of distance from school and is required to be enrolled at a registered government or non-government school on every day that instruction is provided unless The Minister has granted an exemption from school attendance.

We believe that future student success is determined by good attendance at school. Parental attitude towards attendance and lateness is paramount in avoiding future truancy. Successful students are well organised and start the day on time.

Parents' Responsibilities

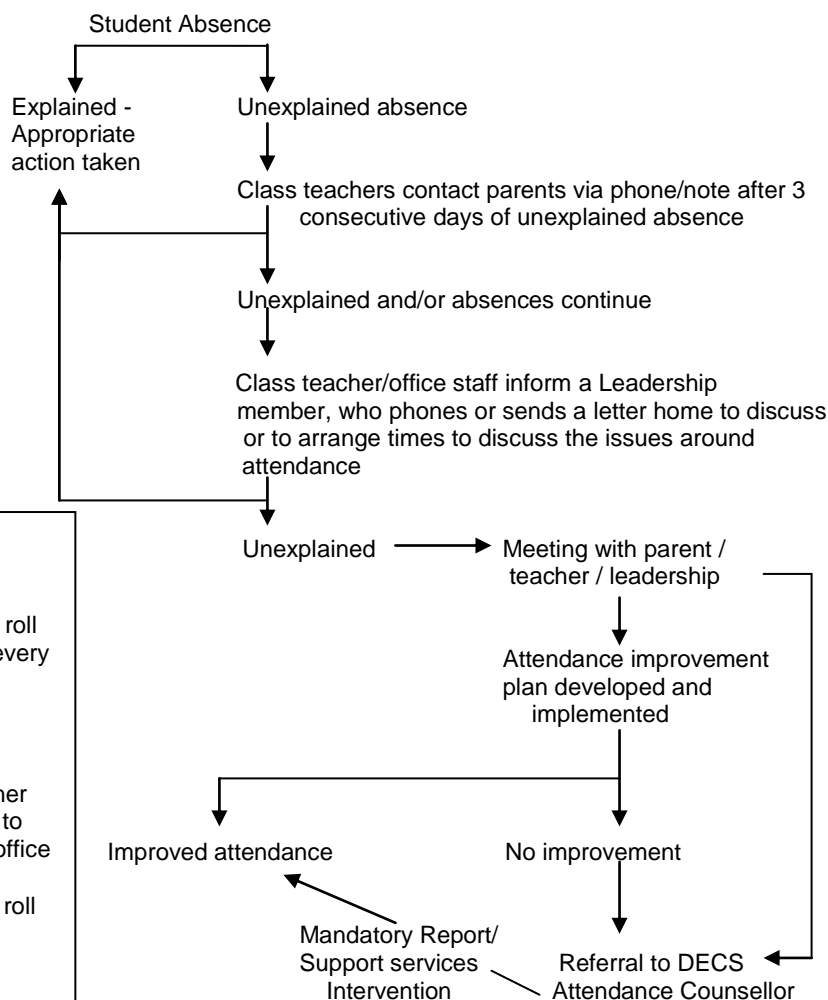
- Parents/Caregivers are responsible for getting children to and from school
- Children should arrive between 8:30am and 8:50am each day
- Students who arrive late go directly to the front office to sign in and collect a late card to take to the class teacher
- The school needs to be provided with an appropriate explanation for a student's absence. This comprises of a phone call to the school, a written note or a medical certificate. After 3 days absence a written explanation is needed
- Lateness needs to be explained by the parent or caregiver
- Parents or caregivers need to let the school know if an extended absence is likely or if the student requires an exemption for an extended period of time

Teacher Responsibilities

- Monitor each child's attendance
- Mark the roll at 8:50am daily
- Record absences and reasons for absences daily in the roll book. Send the roll book to the front office by 10:00am every day.
- Record lateness, keeping a record of time of arrival and reasons for lateness if known. Record 'unknown' if no explanation given
- If a student has continued or prolonged absences, teacher contacts the family to verify reasons for absence and/or to offer support. Give information of actions taken to front office personnel to record in EDSAS
- Accurately make any alterations required to the EDSAS roll e.g. explanations for absence that come in after initial recording is made
- Discuss attendance concerns with the Counsellor
- Coordinate a collection of work for students who are unable to attend school for acceptable reasons and for when work is requested

Front Office Responsibilities

- Support students who arrive late to sign in
- Inform leadership if students consistently arrive late, too early or who have continued or multiple absences
- Send 'late cards' with late arrivals back to their class so attendance records can be modified accurately
- Inform teachers about reasons for absence; unexplained absences are recorded
- Collect all class roll books by 10:00am and record information in EDSAS



Leadership Responsibilities

- Contact parents/caregivers if there are concerns about attendance/lateness and inform class teachers
- Document interventions, strategies, home visits, phone calls and keep in student files
- Provide temporary exemptions as required for periods of up to one calendar month. Approvals to be documented on Exemption Form ED 175, signed by the Principal and kept in the student's file
- Exemptions exceeding one month or for permanent exemption are to be set out on Form ED175 and sent to School and District Operations
- In consultation with class teachers refer to the attendance counsellor cases where school intervention has been unsuccessful