

NAILSWORTH PRIMARY SCHOOL - ATTENDANCE POLICY & PROCEDURES

This policy is underpinned by the DECD Policy and Attendance Requirements 2009

Under the Education Act 1972, children from 6 years of age but not yet 16, are of compulsory school age. A condition of enrolment is that the student fully participates in the education program including engagement and attendance. Children not of compulsory age but enrolled in school (for example under 6 years of age) are required to participate as those students of compulsory age but may be modified to suit their specific needs.

As research shows the success in learning is directly proportional to regular attendance and participation in education programs. We therefore aim for every Nailsworth student to regularly attend school.

All student absence information is entered into the SENTRAL learner management system by school staff.

IF YOUR CHILD IS ABSENT FROM SCHOOL

Parent/caregivers are required to present a **written explanation** for student absence within a reasonable time frame. Ideally, for safety reasons this absence should be received on the same day of the absence or within 3 days of the commencement at the latest.

You can explain your child's absence by **either**:

1. Emailing the school on the day of the absence to provide an explanation at dl.0305.admin@schools.sa.edu.au **or**
2. Phoning the school to provide an explanation **or**
3. Writing a note in the student's communication book/diary **or**
4. Informing the teacher orally (This is not a preferred form of communication as it takes teachers away from their core business of teaching).



IF YOUR CHILD IS LATE

- Parent signs child/ren into the Front Office.
- Students are issued with a late card to take to their class teacher.

IF YOU NEED TO PICK YOUR CHILD UP EARLY

- Parent informs the Front Office of early departure and signs the child out in the early departure book.
- Parent takes the early departure card to the child's class and gives the teacher the early departure card.

RECORD KEEPING	SCHOOL EXPECTATIONS
Every day	Class Teachers - Mark a class roll in Sentral as a priority task at the start of every day.
Friday	Front Office - The records as recorded in Sentral are uploaded onto the DECD EDSAS system.
Every 5 weeks	Front Office - A class roll is printed, signed by the class teacher and also a member of leadership has a hard copy record of all school attendance.

ABSENCES	PARENT EXPECTATIONS	SCHOOL EXPECTATIONS
Explained Absence Expectations	The parent/caregiver is required to present a written explanation for student absence within a reasonable time frame	Leadership ensures that parent expectations around student attendance are published in the parent handbook. Leadership ensures that the school attendance policy is published on the website. Leadership ensures that a reminder of parent expectations around student attendance is published in the newsletter each term.
Email	If the parent emails the school	Front Office <ul style="list-style-type: none"> • Checks emails each day. • Enters absence daily onto class rolls in Sentral. • Prints emails and files in class record holder.
Phone	If the Parent phones the school	Front Office <ul style="list-style-type: none"> • Records the phone message in writing. • Enters absence daily onto class rolls in Sentral. • Phone messages are filed in class record holder.

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Diary	Parent writes a note in student communication book/diary	Teacher <ul style="list-style-type: none"> Records absence daily onto class rolls in Sentral. Endorses and dates the note. Photocopies diary note and sends the note to the Front Office to be filed in class record holder.
Verbal	Parent informs teacher orally	Teacher <ul style="list-style-type: none"> Records information on a note, signs and dates the note. Absence entered onto class rolls in Sentral by teacher. Note sent to Front Office for filing in class record holder.
UNEXPLAINED ABSENCES	No explanation received from parents within 3 days	Teacher The teacher contacts the parent by diary, communication book or phone call to seek an explanation for the absence.

LATE	PARENT EXPECTATIONS
	<p>Parent Signs child/ren into the Front Office. Students are issued with a late card to take to their class teacher.</p> <p>Teacher It is expected that teachers mark the roll as a priority task at the start of every school day, ie. 8:45am. If students are not present for the roll call they are deemed as being late. Students that arrive after the roll call are to be sent to the office to be recorded as late.</p> <p>Front Office Records student as late on Sentral. Students are issued with a late card that is given to the class teacher. The aim of this card is to minimise interruption to the teaching program and informs the teacher that the late arrival has been recorded at the Front Office.</p>
EARLY DEPARTURE	SCHOOL EXPECTATIONS
	<p>Parent signs child/ren out in the early dismissal book.</p> <p>Front Office records the early departure on Sentral.</p> <p>Parent is issued with an early departure card.</p> <p>Parent collects the child from class and gives the teacher the card. The card minimises disruption from the classroom program and informs the teacher that the early departure has been recorded at the Front Office.</p>

ONGOING ATTENDANCE / LATENESS ISSUES

Research has shown that once students begin to absent themselves from school, and the initial cause of this remains undetected or unexplored, it is likely that the pattern will continue and escalate through a student's subsequent school career. Late arrival at school through primary years is often related to non-attendance during secondary school. It is therefore important that we encourage all students of Nailsworth Primary school to regularly attend school and not develop patterns of being late. Regular school attendance can be influenced by many factors such as school organisation and climate, bullying and harassment, curriculum, teaching practices, student-teacher relationships, gender, socio-economic status, cultural diversity, disability and family and personal circumstances. Poor school attendance can result in children: being socially isolated; placing themselves at risk of personal harm during times of absence; having reduced like choices; being more likely to be involved in socially unacceptable and/or illegal activities. Where children are not attending regularly, we therefore understand that it is important to identify the underlying causes and in partnership with the student, their family and school staff, to work towards addressing the associated issue.

PROCESS

The process steps associated with ongoing attendance and lateness are the responsibility of a nominated School Leader. In 2015 this is Deputy Toni Ballard.

Monitoring	Monitoring of attendance and lateness is an ongoing process. This monitoring includes analysis of the 5 week attendance summary.
Step one	Phone call by School Leader to home to discuss the issue including the identification of any underlying causes and consequent solutions.
Step two	If the pattern continues, a formal letter is sent home.
Step three	If the pattern is still continuing, the family will be referred to the DECD Attendance Officer.

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