



Attendance & Procedures Policy

At Aldinga Beach B-7 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 8:35am and 8:45am.
- Ensure their child/children reports to the Student Service window to sign if they arrive after 8:50am.
- Notify the school via a telephone call by 8:45am 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 (call or text).
- Report to the Student Service window prior to picking up their child for early dismissal (those dismissals before 3pm), in order to sign their child/children out and obtain "pick up" sticker.
- 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 five (5) days and up to a month. These are available from the Student Service 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.

Student Service Officer/Administration Staff Responsibilities

The Student Service Officer (SSO) will:

- Enter attendance data on Sentral and EDSAS.
- Enter late arrivals into Sentral and EDSAS.
- Give leadership a copy of the Sentral unexplained roll sheets Weeks five (5) and nine (9) of each term to enable further action.



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Teacher's Responsibilities

Teachers will:

- Monitor each child's attendance and/or lateness.
- Record accurate attendance data on Sentral and the reason for non attendance. This information is forwarded to the Student Service Office by 9am each morning. The paper class roll will be returned by the end of each school day.
- Teachers phone parent/caregiver and ascertain the reason of unexplained absence after three (3) consecutive days of non attendance.
- Liaise with line managers/leadership 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 Sentral roll is accurately completed every morning.

Leadership's Responsibilities

Leadership will:

- Liaise with teachers regarding strategies to re-engage the child to attend school.
- Leadership to table attendance issues in Weeks five (5) and nine (9) at leadership meetings, after receiving copies of unexplained roll sheets. Leadership will liaise with line managed staff regarding actions needed.
- 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 five (5) days 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 Student Service 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 parent/caregiver regarding modified attendance, alternative programs, health care plans, restorative practices and extra curricular support.
- Student Wellbeing Leader will liaise with the Department for Education Attendance Officer, on an ED171 form, 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.