



# ATTENDANCE POLICY

DECS, together with other government agencies and the community share a responsibility to support young people's regular attendance at school. The Education Act 1972 (the Act) provides for compulsory attendance of any child required to be enrolled at the school, for which she or he has been enrolled on every day, and for such parts of every day, as instruction is provided at the school for the child (subsection 76(1)) between the ages of 6 and 16 years.

The Compulsory Education Legislation, implemented at the beginning of 2009, requires all young people between the ages of 16 and 17 to participate in a fulltime approved learning program.

Although there is no legal requirement for pre and post compulsory aged learners to enrol in a preschool or school, there is an expectation that once enrolled, learners will attend on a regular basis to successfully participate and complete their education program.

2. At Ardrossan Area School we believe that:

- The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programmes.
- It is crucial that students develop positive attendance habits from the time they begin school in Reception.
- Being on time for school & remaining for the full day is also part of positive attendance practices.
- Student attendance is everyone's business—parents/caregivers, staff & students.
- Monitoring of school attendance enables identification of students at risk and the early implementation of intervention strategies.
- It is our responsibility to ensure that parents/caregivers are aware of their student's attendance pattern.

## **Benefits of regular attendance**

**For students:**

- Leads to an increased likelihood of learning more and liking school more
- Means it will be easier to make friends and maintain relationships
- Allows for a broader range of opportunities for career and further study

### **Benefits of regular attendance (continued)**

#### **For students:**

- Enables the development of social skills necessary to live and work successfully with
- Develops skills and attitudes that will help later in life. These include self-discipline, punctuality, being organised and following routines

#### **For educators, regular attendance :**

- Improves Student Learning Outcomes.
- Enables the fulfilment of responsibilities to students
- Means less interruption to the learning programs by avoiding the need to re-teach to students who were absent
- Means an improved ability to develop and maintain relationships and friendships
- Enables educators to help students develop habits such as punctuality, self-discipline and organisation, which will be of value to them in everyday situations.
- Reduces the drain on resources which are spent on following up absences

#### **For parents/caregivers:**

- Ensures that your student maximises their learning opportunities
- Enables you to have a positive impact on your child's learning and their attitude to school
- Means the avoidance of fines or legal action due to your child's poor attendance at school.

### **Responsibilities**

#### **Principal:**

- The Principal is responsible for ensuring that the attendance of all students is maximised and will
- Ensure the maintenance of attendance records
- Ensure intervention is documented
- Monitor and analyse attendance data and report to the school community in the annual report
- Ensure procedures are in place to follow up on non-attendance
- Ensure intervention occurs after 10 days of accumulated absence or sooner if the student has a poor attendance record
- Make referral to and seek support from agencies and support services when a learner's attendance pattern becomes irregular
- Remain engaged with the family throughout any referral and case management process
- Ensure that suspicions of neglect/abuse are made in addition to a referral to Regional Support Services
- In practice this overall responsibility
- will be supported by families, teachers,
- members of the Leadership team and
- administration officers

## **Responsibilities (Continued)**

### **Families:**

Families are responsible for getting their children to and from school.

At Ardrossan Area School this means that

- Students will arrive at school between 8.30am and 8.45am.
- Students will attend school on everyday that instruction is offered.
- An appropriate explanation will be given for any absence ideally, for safety reasons, on the day of the absence. This could include a written note, a phone call, in person or a medical certificate. If the absences are longer than three days a written explanation is required.
- If a student is late for school an explanation will be provided and entry to the school will be via the front office
- If a student needs to leave early, a note is provided and the student exits via the front office.
- The school will be informed if a student is going to be absent for an extended period due to illness and if the school needs to arrange work for the student to complete at home.
- Permission for an exemption will be sought from the Principal if students are going to be absent for up to one month. (Use the ED175 form). Exemptions for longer periods require Central Office Approval
- Families will respond promptly to letters which seek explanations for absenteeism or lateness.
- In the case of attendance issues, families will work with the school on intervention strategies to improve attendance

### **Class Teachers:**

Teachers are responsible for supporting the agreed attendance processes and fulfilling the legal responsibilities related to attendance.

At Ardrossan Area School this means that teachers will

- Provide a relevant and dynamic learning program that seeks to engage all students and offers opportunity for success, thus encouraging regular attendance
- Daily record absence, reason for absence and lateness in Roll Book using the appropriate EDSAS codes
- Send daily absence slips to Front Office by 8.50 am each day.
- Seek explanations for absences from students and update codes as necessary.
- Contact parents/caregivers if no communication has been received after 3 consecutive days absent
- Record in notes section of attendance folder, any action that is taken
- Retain notes provided by parents.
- Follow up on students who have unexplained absences and record the date this was actioned in the roll book.
- Refer continuing attendance & lateness issues by using the Students at Risk referral form
- Follow up on students who are late more than 5 times per term by contacting parents/caregivers. Record the date that this was actioned in the roll book and update codes as necessary

## **Responsibilities (continued)**

### **Class Teachers:**

- Generate and post letters as required if there have not been explanations for absences or lateness.
- Organise the coordination of work for students who are unable to attend school for acceptable reasons and for whom work is requested
- Send Roll Book to Front Office every Friday morning Check the end of term summary print out form from EDSAS and update any adjustments or data entry errors.
- In the case of middle school and senior school, teachers will maintain a subject attendance roll. This should be checked against the class teacher's roll book.
- Make mandatory notifications as appropriate.

### **Leadership Team:**

The members of the Leadership team are responsible for working with staff, students and families when there are issues related to attendance. At Ardrossan Area School this means that

- The Leadership Team will analyse attendance data at least three times per term
- A member of the leadership team will initiate referrals related to attendance
- A member of the leadership team will take responsibility for individual case management and develop intervention strategies in conjunction with relevant stakeholders

### **Administration Officers:**

School Support Officers are responsible for providing teaching staff with the documents that support the monitoring of attendance. At Ardrossan Area School this means that SSOs will:

- Enter daily absences into DUX each morning
- Print DUX report & display daily on the back whiteboard
- Ensure that EDSAS records are maintained on a weekly basis
- Print Roll sheets for the following week & insert into Roll Books
- Print absence reports when requested
- Make corrections to Roll Books when advised by Home Group teachers
- Print out Roll Book checklists at the end of each term and ensure Home Group teachers sign this report

## **DEFINITIONS**

**Part day attendance:** A student will be marked as present if they have attended for **two** of the three morning lessons or alternatively if they have attended for one of the two afternoon lessons.

**Lateness:** Students can arrive up to 9.55am to be recorded as late.

**Early Dismissal:** Students will be recorded as being dismissed early if they leave after 2.15pm.

**Take Home:** Students who are required to go home as a result of a behaviour management issue and as a result do not complete a full day at school, will be recorded as a Take Home.

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