

## Principal's Responsibilities

- Ensure that the EDSAS Roll is accurately completed.
- The Principal via the Front Office Staff will phone families if a student is absent from school.
- The Principal/class teacher should document interventions, strategies, home visits, phone calls and include in student's file.
- Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods up to one calendar month. Parents or guardians should apply in writing and Principals should also advise approvals and non-approvals on school letterhead. Copies of such advices are to be retained in school files, together with applications and are to be made available to appropriate departmental officers as required.
- All applicants for temporary exemptions exceeding one calendar month, and for permanent exemptions, are to be set out on Form ED 175 and forwarded to the Student Attendance Counsellor.
- The Principal in consultation with the teacher will refer to an Attendance Counsellor on an ED 171 if attendance issues are not resolved.

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# Hawthorndene Primary School

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## *Attendance Policy & Procedures*



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## GENERAL

A child who is at least six years old but not yet fifteen is of compulsory school age, irrespective of distance from school and is required to be enrolled at a registered Government or Non-Government school. He/she must attend the school on every day instruction is to be provided at the school for the child, unless the Minister has granted an exemption from school attendance. Once children are six years of age they are required to attend school for the entire day.

### *WE BELIEVE*

- That future success is determined by good attendance at school.
- Parent attitude to regular and on time attendance is paramount in avoiding future truancy.
- Successful students are well organised and start the day on time.

## RESPONSIBILITIES

### Parent's Responsibilities

Parents/caregivers are responsible for getting their children to and from school.

- Children should arrive at school between 8.25 and 8.40am.
- Attend school on every day when instruction is offered unless the school receives a valid reason for being absent e.g. illness.
- Provide the school with an appropriate explanation for the student's non-attendance. Parents need to telephone Front Office staff (82783551) to provide reason for absence by 9.15am if teacher has not previously been notified.
- When a student is late for school, it is a requirement that the parent/caregiver explains the reason for lateness.
- Parent/caregivers must let the school know if an extended absence is likely or if the teacher needs to arrange work at home for students.
- If the absence is less than 4 weeks a "request for Exemption" form needs to be filled in at the Front Office for the Principal to approve.
- If the absence is for 4 weeks or more an ED175 form needs to be filled in and the school will forward this to DECS for approval.

- If parents need to collect their child during the school day they must report to the Front Office to sign their child out and to collect a permission slip to hand to the class teacher.

### Teachers' responsibilities

- Monitor each child's attendance.
- Record absence and reason for absence on weekly attendance sheet in roll book folder and **send to Front Office by recess each Friday**. If concerned about frequent lateness include time of arrival on attendance sheet so a record is kept. EDSAS can record reason for lateness, therefore this can be included.
- If a child is absent and you are not aware of the reason, the green Student Absence Form must be sent to the Front Office by 9.15am so that reasons can be followed up with parents.
- Other actions may be discussed with the Principal where necessary
- Co-ordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.