

## **ATTENDANCE POLICY PROCEDURES**

### **Education Regulations**

Schools have a common law duty of care to ensure the safety and welfare of students at all times that the students are in its care and control. Under the *Education Regulations 2012 (SA)* Regulation 42(1), the school principal is also responsible for the welfare and development of the students, and for managing the day-to-day operations of the school. This duty of care exists at all such times regardless of parental presence, unless the care has officially been transferred to the parent/guardian by a direct handover. All students must be accounted for at all times.

### **Belief Statement**

At Hawthorndene Primary School we aim to provide a safe, success oriented and stimulating environment. Students need to attend school regularly in order to participate fully and gain maximum benefits from schooling.

Our aim is to ensure all students have access to equitable educational outcomes. Monitoring of student attendance enables identification of students at risk and early implementation of intervention strategies.

We believe that early detection and assessment of the causes of school non – attendance and the provision of organization structures, responsive to the needs of the individual, are vital.

All members of the school community are expected to meet the requirements of attendance and work to the best of their ability and skill as consistently as possible. Student attendance is everyone's business.

### **General**

A child who is at least six years old but not yet sixteen 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.

The primary responsibility for meeting this legal requirement rests with the parent / guardian. The responsibility for enforcing school attendance is with the Department of Education and Child Development (DECD). The school therefore has a legal responsibility to record and monitor attendance and report problems of non-attendance to the department.

### **Responsibilities**

#### **Parent:**

- Parents/caregivers are responsible for getting their children to and from school
- **Children should arrive at school between 8.30 and 8.50 a.m.**
- Children must attend school every day when instruction is offered unless the school receives a valid reason for absence (e.g. illness).
- Parents / caregivers must provide the school with an appropriate explanation for the student's non- attendance by way of letter, phone, skoolbag app or medical certificate.
- When a student is late for school, s/he must be signed in at the front office. An explanation for the lateness must be given by parent / caregiver.
- Parents / caregivers must notify the school if an extended absence is likely or if the school needs to arrange work at home for the student.
- In all instances in which parents seek to collect their children directly from an excursion/event this must be noted on the roll.

**Teacher:**

- Monitor each child's attendance accurately.
- 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.
- In all instances in which parents seek to collect their children directly from an excursion/event this must be noted on the roll and communicated effectively between all relevant staff.

**Leadership Team:**

- 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 for :
  - Medical
  - Other / conditional
- Parents or guardians should apply in writing. Signed applications are to be retained in school files, 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 171 and forwarded to the Student Attendance Counsellor.
- The Principal in consultation with the teacher will refer to an Attendance Counsellor if attendance issues are not resolved.

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