



# KEITH AREA SCHOOL

ACHIEVE – COOPERATE – COURAGE – RESPECT

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## Attendance Policy

### RATIONALE

The Education Act 1972 requires that children of compulsory school age be enrolled at school. The Compulsory Education Legislation requires children of up to the age of 17 years participate in a fulltime approved learning program. A condition of enrolment is that a student is required to fully participate in the education program arranged and approved by the enrolling school. Such participation is to include engagement and attendance as required by the program.

If students miss the basic skills taught in the early years of schooling they often experience learning difficulties later.

Research indicates:

- Irregular attendance in the early years can lead to poor patterns of attendance in primary years
- Poor attendance makes it difficult for students to form positive relationships with their peers
- There is a direct correlation between attendance and achievement

We are committed to providing a safe and supportive learning environment for all students which addresses their education needs. We expect students to be at school all day, every school day unless they are too unwell to attend.

This means that students will be in class ready to start learning at 8.55am and remain until 3.15pm.

Our attendance policy aims to ensure that students are reaching their full potential by attending school all day, every day. When this is not possible, our attendance policy sets out procedures to minimise the impact of non-attendance. It is important that students, staff and parents / carers have a shared understanding of the importance of attending school.

### EVERY DAY COUNTS

We are committed to assisting our community to understand the impact poor attendance has on learning and will therefore work to develop an understanding about the impact with information like the following:

If your child misses...	That equals...	Over 13 years of schooling, that is
<b>1 day per fortnight</b>	20 days / 4 weeks per year	Nearly 1.5 years
<b>1 day per week</b>	40 days / 8 weeks per year	Over 2.5 years
<b>2 days per week</b>	80 days / 16 weeks per year	Over 5 years

Keith Area School:

- Is committed to promoting the message that every day counts
- Believes all children should be enrolled at school and attend all day, every school day unless they are too unwell to attend
- Monitors, communicates and implements strategies to improve regular school attendance
- Believes truancing can place a student in unsafe situations and impact on their future employability and life choices
- Believes that attendance at school is the responsibility of everyone in the community

### AIMS

Keith Area School has developed the Attendance and Lateness Policy with the aim to:

- Improve student access and participation
- Improve student achievement and success
- Develop lifelong positive routines and practices
- Intervene early if the need arises
- Provide support for students, parents/caregivers and teachers
- Maximise learning opportunities by ensuring student absenteeism is kept to a minimum
- Ensure that the maintenance and approach towards regular school attendance is the responsibility of all in the school community including and not limited to staff, parents/carers and students
- Put in place agreed processes for managing students' absences within the school

## RESPONSIBILITIES

### SCHOOL RESPONSIBILITIES

- All staff will positively encourage maximum school attendance
- Staff will record daily attendance and submit attendance on Xuno by 9.30am each morning
- Front office staff will send unexplained text messages to families at 10:00am daily
- Staff will follow up any unexplained absences and maintain accurate records
- Staff will report any attendance concerns the relevant sub-school leader and/or Wellbeing Coordinator
- Leadership will ensure that all families are informed of attendance expectations
- The Wellbeing Coordinator will follow up extreme patterns of non-attendance and discuss at the Student Support Team for discussion, action and ongoing monitoring
- The Wellbeing Coordinator will refer cases to the Department for Education Attendance Counsellor when appropriate.

### STUDENT RESPONSIBILITIES

- Be prepared and ready for school on time
- Ensure all communication in diaries/communication books is given to the teacher / parent
- Report to the front office if arriving after 9:05am to sign in late. Please have a note explaining the reason for the lateness.

### PARENT RESPONSIBILITIES

- Read and follow the Attendance Policy
- Positively encourage maximum school attendance
- Ensure children are ready to start learning at 8.55am and that they are at school until 3.15pm
- Should an attendance concern arise, contact the school for assistance before it becomes an issue
- Notify the school of any absences, part or whole day, via the means set out in the Absence Notifications section of this document
- Request an exemption (ED175) from the Principal for any known extended absences of three days or longer
- If arriving after 9:05am sign children in using the late arrival procedure at the front office
- Sign children out, via the early departure procedure, at the front office if collecting your child before 3.15pm
- Apply for an exemption for a student whose attendance is affected by a period of prolonged illness or other circumstances related to their personal situation. Parents are required to provide supporting evidence such as medical reports, reports from psychologists / psychiatrists etc.
- Be responsible for making appointments outside of school hours whenever possible
- Provide the school with a medical certificate if your child is away ill for 3 or more days

## ABSENCE NOTIFICATIONS

It is a legal requirement for parents / carers to notify a school of the reason for any absence as soon as it is possible.

Notifications cannot be given by any other person unless there is a formal arrangement with the school.

Notifications can be made via the following methods:

- Your child's diary / message book
- Emailing the school at [keithas.admin@schools.sa.edu.au](mailto:keithas.admin@schools.sa.edu.au)
- Phoning the school on 87551177
- Leaving a message on the answering machine any time before 8:30am or after 4pm
- SkoolBag
- Respond to the text message sent around 10am (this is a manual process so times may vary and may not always happen)

**Please note:** we are not able to assume a child's illness. For example, if a parent rings the school on Monday to say their child is sick, we cannot assume they are sick on Tuesday if they are not at school. We would need further communication from the parent on Tuesday. Alternatively, if the parent knows on Monday that their child will not be at school Tuesday, they can let us know when they contact us on Monday or phone back later in the day.

## RESPONSE TO ABSENCES

When a student is absent without explanation for 3 days we will follow this process:

- Home Group or class teacher to contact (email, phone, diary note) the parent to discuss the non-attendance
- If there is no response, a report to Department for Child Protection may be made and we may refer the matter to the Department for Education Truancy Social Worker.

When a pattern of absences has been identified or if a child has 10 or more absences without valid reason we will follow this process:

- Communicate with parents asking them to meet with the Home Group/class teacher and Wellbeing Coordinator
- The Wellbeing Coordinator and Home Group/class teacher will meet with the parents to develop an individual attendance improvement plan including key actions and review timeframe
- If after a review period, attendance hasn't improved, a further review meeting will be arranged between either the Principal or Deputy Principal, Wellbeing Coordinator, parent(s) and student
- A referral to the Department for Education Truancy Social Worker will be made

If you have any questions regarding attendance or this policy please contact Keith Area School on 87551177

### Distribution List

Staff, Governing Council, Website, SkoolBag

<b>Policy Dates</b>			
Implemented	June 2019	Next Review Date	June 2021
<b>Policy Authorisation</b>			
Ratified by Governing Council		17 <sup>th</sup> June 2019	



KEITH AREA SCHOOL

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## Attendance Improvement Plan

Tolmer Tce  
Keith SA 5267  
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**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **People present:** \_\_\_\_\_

Desired outcome	Indicators	Strategies to achieve outcomes	WHO	Review

This plan has been agreed to between the school and the Parent / Caregiver on \_\_\_\_\_

Signed: Principal / Deputy \_\_\_\_\_ sar \_\_\_\_\_ Parent / Caregiver \_\_\_\_\_