



### Responsibilities and Rationale

The *Education Act 1972* requires that children of compulsory age be enrolled at a school. A condition of that 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 attendance and engagement as required by the program. Brompton Primary School is aiming to reach DECD's target attendance rates, of over 95%.

**Continuity of relationships and learning in an educational program is dependent on attendance. Early identification of and intervention in poor attendance is known to improve student learning outcomes.**

### Action

#### STUDENTS

It is student responsibility to:

- Attend school regularly and arrive on time.
- Engage appropriately in the education program.

#### PARENTS / CAREGIVERS

Parents / Caregivers are legally responsible for the attendance of children in their care. It is your responsibility to:

- Support your child to arrive at school between 8.30am and 8.50am and stay until end of day at 3.05pm.
- Ensure your child attends school every day unless there is a valid reason for absence, for example:
  - the student is too sick to leave the house or has an infectious disease like chicken pox, mumps or measles
  - the student has an injury preventing movement around school
  - the student is going with her or her parents on a family holiday which cannot be arranged in school vacations. This should be arranged with the principal prior to the absence by applying for a school exemption.
  - Parents/Caregivers apply for temporary exemptions (3 days or more) by completing an application form (ED 175) which is generated by the school.
  - the Principal is provided with any genuine and acceptable reason preventing the student's attendance.
- Advise the school when they know their child/children will be absent or late by:
  - providing a signed and dated note to your child's teacher - detailing reason for absence.
  - telephoning the school as early as possible (preferably before 9.00 a.m.)
  - emailing the school as early as possible (preferably before 9.00 am)
  - Sending a SKOOLBAG notification using the SKOOLBAG App
- Ensure children who arrive late at school go to the front office and advise staff of their arrival. Students will work in office until next transition time so not to disrupt the learning of others.
- Ensure children who leave school early are 'signed out' at the front office by the parent/ caregiver. On receipt of a 'permission card' a student will be released by the teacher to the parent /caregiver.
- Parents are encouraged to contact school staff if a student refuses to attend school. Assistance may be sought from attendance and engagement social workers, who work with school staff and parents to encourage and support the student to regularly attend school.
- Participate in meetings to address attendance or lateness concerns, as required.

<p><b>Action</b> continued</p>	<p><b>TEACHERS</b></p> <p>It is a legal requirement that schools monitor, and accurately record data, about student's participation in education programs. This data provides information about student welfare and achievement and is used to inform educational resourcing.</p> <p><i>The use of codes is essential to provide information about the reasons for non-attendance. It is important that information is recorded with accuracy.</i></p> <p>Staff are responsible for supporting regular student attendance by:</p> <ul style="list-style-type: none"> <li>▪ Providing a relevant, dynamic and engaging learning program which offers opportunity for success, thus encouraging regular attendance.</li> <li>▪ Recording and monitoring student attendance, absence and lateness, according to DECD requirements and Brompton Primary School administrative protocols.</li> <li>▪ Communicating with parents/caregivers about unexplained absence / lateness.</li> <li>▪ Communicating with parents/caregivers if the student is going on a family holiday.</li> <li>▪ Keeping records of all communications with parents/caregivers in relation to student attendance.</li> <li>▪ Advising the leadership team of any ongoing concerns regarding attendance or engagement.</li> <li>▪ Working collaboratively with students, families, school leadership and government agencies to support the school's Attendance Improvement Plan.</li> </ul> <p><b>Daily reporting</b></p> <ul style="list-style-type: none"> <li>▪ Use the roll book to monitor and record each child's (lateness / attendance / early departure)</li> <li>▪ Students are to be marked D/U (<i>Day / Unexplained</i>) if they are not in class at roll call, unless prior parent/caregiver explanation has been received and applicable code recorded.</li> <li>▪ Send roll books to office every day by 9.15am.</li> <li>▪ Release students for 'early departure' only if 'permission card' has been sighted.</li> <li>▪ Ensure that students who arrive late have notified the office before entering the classroom.</li> <li>▪ Provide work, on parent request, where 24 hours notice has been provided.</li> </ul> <p><b>Ongoing reporting</b></p> <ul style="list-style-type: none"> <li>▪ When a parent provides a reason after 'unexplained' has initially been recorded, make appropriate changes to the appropriate day's roll book entry.</li> <li>▪ Follow up absences to ensure the code finally recorded reflects the accurate reason.</li> <li>▪ Ensure that all written explanations, replies to absentee notes, medical certificates and other documentation are kept with each term's roll book. All related correspondence entered via diary must be copied and retained with the roll book.</li> <li>▪ All information relating to non-attendance, such as telephone calls and verbal contact with homes, must be documented and retained in roll book as a perpetual record.</li> <li>▪ Contact home, where no explanation is received, or where you have concerns.</li> <li>▪ <b>Request for explanation of absence or lateness letter</b> sent home if needed.</li> <li>▪ Ensure that any unsatisfactory participation or pattern of unexplained absence / lateness is referred to the leadership team.</li> <li>▪ At the <b>end of each week</b> sign the roll book to verify changes are correct.</li> <li>▪ At the <b>end of each term</b> sign 'term report' once verified as correct. This must be a clean copy.</li> <li>▪ Verified / signed copies are returned for filing for audit purposes as a legal requirement.</li> </ul> <p><b>FRONT OFFICE SSOs</b></p> <p><i>All reasons for absence provided by parents should be filed in the relevant class roll and kept with the roll sheet as a perpetual record.</i></p> <ul style="list-style-type: none"> <li>▪ Record any parent notifications of student absence / reason / detail, i.e. received via phone message or SKOOLBAG, in student absentee book. Refer parent/caregivers to class teacher for discussion.</li> <li>▪ Record changes to roll book data and parent notifications regarding attendance, lateness, early departure into EDSAS or DUX. D/U (<i>Day / Unexplained</i>) code to be changed only when advice has been received to explain the absence.</li> </ul>
------------------------------------	---

	<ul style="list-style-type: none"> <li>▪ Provide a late card to all students arriving after 8:50am.</li> <li>▪ Provide an 'Early Departure' card to all students leaving school before last bell.</li> <li>▪ On each Friday (or at week end) provide the next week's roll book record sheet to staff.</li> <li>▪ Work with leadership team to support the school's Attendance Plan by alerting the leadership team of any concerns regarding potential patterns forming re attendance, lateness, early departure.</li> <li>▪ Ensure staff are informed of any changes in recording processes in line with DECD instruction.</li> </ul> <p><b>At end of each school term:</b></p> <ul style="list-style-type: none"> <li>▪ Generate a term 'Roll Book' print out for each roll class</li> <li>▪ Attach supporting documentation (notes etc)</li> <li>▪ 'Roll Book' print outs are to be given to teachers for verification / signature.</li> <li>▪ Complete the absence record on the EDo43 (Student Record Folder) for each child.</li> <li>▪ Verified / signed copies are archived for audit purposes as a legal requirement.</li> </ul> <p><b>LEADERSHIP &amp; ACEO</b></p> <ul style="list-style-type: none"> <li>▪ Work collaboratively with students, families, school leadership and government agencies to support the school's Attendance Improvement Plan.</li> <li>▪ Monitor student attendance and engagement across the site.</li> <li>▪ Send home student Attendance Report each term.</li> <li>▪ Follow up concerns with students and parents / caregivers.</li> <li>▪ Develop attendance improvement plans to support students and families.</li> <li>▪ Home visits / reporting to Attendance Officer.</li> </ul>
--	--

<i>Related Items</i>	Attendance Improvement Plan DECD attendance requirements for schools policy DECD attendance policy Attendance matters in South Australian preschools and schools – Attendance for learning success and wellbeing 2018-2021 Home Visits - protocols EDSAS Roll Class Absence Sheets Request for explanation of absence letter Generic lateness letter ED175 Application for Exemption from School Attendance
<b>Review</b>	Term 4 2020
	<i>Governing Council ratified 07/12/2018</i>