

ATTENDANCE POLICY AND PROCEDURES

HEATHFIELD PRIMARY SCHOOL

GENERAL

A CHILD WHO IS AT LEAST SIX YEARS OLD BUT NOT YET SIXTEEN IS OF COMPULSORY SCHOOL AGE (FROM 01/01/03), IRRESPECTIVE OF DISTANCE FROM THE SCHOOL, AND IS REQUIRED TO BE ENROLLED AT A REGISTERED GOVERNMENT OR NON-GOVERNMENT SCHOOL AND MUST ATTEND THE SCHOOL ON EVERY DAY. INSTRUCTION IS PROVIDED AT THE SCHOOL FOR THE CHILD, UNLESS THE MINISTER HAS GRANTED AN EXEMPTION FROM SCHOOL ATTENDANCE.

(Children under six years of age and not under compulsion are required to attend school for the entire day school is open for instruction once enrolled.)

WE BELIEVE

- That future student success is determined by good attendance at school.
- Parent attitude to regular and on time attendance supports student learning.
- Successful students are well organised and start the day on time.

RESPONSIBILITIES

Parents' responsibilities

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

- Children should arrive at school between 8:30 – 8:45 am. There is no yard supervision except for bus students before 8:30am.
- Children should attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg illness).
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter or telephone call from a parent/caregiver or a medical certificate – after three days a written explanation is required.
- When a student is late for school, it is a requirement that the parent/caregiver explains the reason for lateness. Students arriving after 8:50am must go to the office to collect a yellow late slip.

Parents/caregivers must let the school know if an extended absence is likely. In line with DECD Policy, an Application for Exemption for holidays must be lodged on appropriate forms.

Teachers' responsibilities

- Monitor each child's attendance.
- Record absence and reason for absence in roll and send to front office by 9:30am each day.
- EDSAS records only lateness, therefore, if concerned, keep a record of time of arrival in 'NOTES' column.
EDSAS can record reason for lateness, therefore, include that for record keeping.
- Contact home on third day of absence. Record in notes section of roll or refer to Principal.
- Other action: Discuss with the Principal.
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.

Principal's responsibilities

- Ensure that the EDSAS roll is accurately completed.
- With staff monitor attendance patterns of individuals and groups of children. Support staff in follow up concerns attendance and punctuality.
- The Principal/class teacher should document intervention, 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 of up to one calendar month. Parents/caregivers should apply in writing. Copies of such exemptions are to be retained in school files, together with applications, and are to be made available to appropriate department officers as required.
- All applicants for temporary exemptions exceeding one calendar month, and for permanent exemptions, are to be set out on Form ED175 and forwarded to the Student Attendance Counsellor.
- The Principal in consultation with the teacher will refer to an Attendance Counsellor on an ED171 if attendance issues are not resolved.

SSO responsibilities

- Enter attendance data on EDSAS system daily (keep current records).
- Support staff with current records of summary attendance data on request.