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Student Attendance

Salisbury Heights Primary School

COMPULSORY ENROLMENT AND ATTENDANCE AT SCHOOL

Under the Education Act of South Australia, parents and / or caregivers are held responsible for the regular attendance of all children in their care.

All children aged between 6 and 16 years of age must be enrolled and attend school regularly.

CHILDREN SHOULD ATTEND SCHOOL EVERY DAY UNLESS:

- They are too sick to attend or is temporarily incapacitated by injury.
- Have an infectious / contagious disease like chicken pox, mumps or measles.
- Is accompanying his or her parents and / or caregivers on a family holiday, which cannot be arranged in school vacations. This should be arranged with the principal prior to the absence and a Student Exemption Form must be completed. This form is available from the front office.
- The principal is provided with any other acceptable reason preventing the child's attendance.

Instruction starts at 8:50am - and school finishes at 3:00pm

Parents are asked to minimise the number of out of school appointments made during school hours.

IF YOUR CHILD IS GOING TO BE AWAY OR LATE:

- Let the teacher know if a student is going to be away - a phone call to the school is required in the morning by a parent or caregiver.
- If a student is late arriving to school please advise the teacher as to the reason. If the arrival is after 9.30am please report to the front office for signing in. All lateness is recorded and monitored.
- If a student needs to be collected early the parent/caregiver needs to report to the Front Office to sign the student out. The parent/caregiver will need to take the early dismissal slip to the classroom teacher as students will not be able to be called to the front office for collection.
- Early Departures' are recorded.
- For extended absences of more than 3 days and up to 4 weeks for family holidays etc., special leave can be granted by the principal.
- The school will contact you if any absence are unexplained or when regular absences occur.

REGULAR ATTENDANCE IS IMPORTANT

From the first day of school it is vitally important that your child / children attend regularly and arrive on time! If students miss the basic skills in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the junior primary and primary years often leads to the development of poor attendance at high school.

Six day's absence per term from junior primary to end of year 7 equals one year of schooling missed. Half an hour late each day equals five days absence per term.

Teachers have been instructed to follow up all unexplained lateness and attendance.

- Letters will be sent home each term to make parents aware or escalating/regular non-attendance to remind families of the importance of attendance.

TEACHERS MONITOR ATTENDANCE BY:

- Submitting the roll each day on SENTRAL by 9.30am
- Recording absences, lateness and early dismissal.
- Following up explanations for absences, make changes as required from notifications from parents or the office and record other information as specified in the roll on SENTRAL.
- A yellow note will be sent home by teachers if an explanation isn't received when the child returns to school and this needs to be filled out and returned to school.
- After 3 days unexplained absences the teacher will ring the family and note information on SENTRAL including time of call and person spoken to.
- Monitoring lateness of individual students / purple notes to go home for explanations
- Working with the Student Wellbeing Leader to develop a plan and follow up regular non-attendance or lateness.

IF YOUR CHILD REFUSES TO GO TO SCHOOL

You should seek assistance immediately by speaking initially with classroom teachers and contacting the Front Office staff. They will arrange a time for you to meet with appropriate staff to develop an attendance plan.

ASSISTANCE IS AVAILABLE INCLUDES:

- Working with school staff to encourage the child to attend.
- Engaging the Department for Education Student Attendance Counsellor through the school.

STUDENT ATTENDANCE COUNSELLORS

Student Attendance Counsellors are members of professional teams providing a supportive service to students, parents and/or caregivers and school staff. They aim to assist with the full participation of all students in education. They may support in some or all of the following ways:

- Working with students in a supportive counselling role.
- Visiting students at home and consulting with parents and / or caregivers.
- Identifying reasons for student non-attendance and making appropriate referrals.
- Monitoring student attendance and reviewing progress as necessary.