

The South Australian Government has identified improved attendance as a priority for all Department of Education and Child Development (DECD) schools. Regular attendance has significant benefits for students, educators, parents and the community. The primary responsibility for meeting legal attendance requirements rests with the parent/caregiver. A child who is between six years and 16 years is required to attend school. In addition, all students aged between 16-17 years must participate full-time in an approved learning program. Students are required to attend school, unless the Minister has granted an exemption.

The Department (DECD) has a legal responsibility to record and monitor attendance and take appropriate action to rectify non-attendance.

Recording Student Attendance

Classroom teachers record attendance in the class roll book every day. The ACEO as a member of the attendance team also monitors attendance on a regular basis. Roll books are taken to Reception everyday by recess time and the data is imported into EDSAS for DECD/Centrelink purposes. Specific codes are used to identify the different reasons why students may be absent.

Reasons for absence

It is the parent / caregiver responsibility to communicate all reasons for absence on the day of absence or the day prior to the absence by:

- Telephone 8641 0882
- Note in student diary
- Personally notifying reception, the class teacher or member of the attendance team

Information received is recorded in a carbon copy "Student Absence Info Book" and a tear off slip given to the class teacher or taped to their pigeon hole to be placed in the Roll Book.

Monitoring Attendance Data

If a student has an unexplained absence, then the teacher will follow up the next day with a phone call. The Attendance team consisting of the Principal, Deputy Principal, Receptionist and ACEO along with Class Teachers will monitor student attendance on a weekly basis. Attendance Team "Student Absence Info" Carbon Books are collected on Fridays to crosscheck Roll Books for accuracy of student attendance information.

Where a pattern of non-attendance or lateness is identified then the teacher or member of the attendance team will contact the parent/caregiver and/or refer to the DECD attendance officer.

Recording Student Lateness

Students who are late to school are required to report to Reception to sign in. A late note detailing arrival time and reason for absence will then be sent with the student to their class teacher for recording in the roll book.

Leaving School during the day

All students must have parent/caregiver approval to leave school due to illness, appointments or family reasons. Students report to Reception to be signed out in the "Student Absence Log Book" by a caregiver picking them up or by a staff member on behalf of parents/caregivers following a phone discussion.