



Melrose Primary School

RESPECT ~ LEARNING ~ HONESTY ~ RESPONSIBILITY ~ EXCELLENCE

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MELROSE PRIMARY SCHOOL ATTENDANCE PROCEDURES

Ensuring attendance at Melrose Primary School is a shared responsibility between parents/caregivers and the school.

Rationale

The DECD Attendance Policy clearly states the expectation that all children and young people will attend school in line with the requirements of the education programs organised for them. DECD expects priority is placed on early identification of non-attendance and irregular attendance and that the school ensure intervention.

Regular attendance and participation in schooling is a crucial factor in educational and life success. Absence from school impacts significantly on all aspects of a child's development as a learner – socially, emotionally and academically.

The Education Act provides for compulsory attendance of every child aged from six to sixteen years of age irrespective of distance from school or whether disabled or not and be enrolled in a government or non-government school.

Melrose Primary School actively supports the legal requirements for attendance of students and the policy directions and related principles of DECD.

The staff at Melrose Primary School acknowledge that the monitoring of school attendance enables identification of areas for improvement and students who are at risk therefore allowing for early intervention strategies to be implemented to support these students.

SCHOOL PROCEDURES

Responsibilities of Principal

Ensure processes are in place and followed by staff for recording, monitoring and reporting on student attendance.

Monitor and analyse attendance data and follow-up any attendance issues.

Approve temporary exemptions for students. - see Appendix 1

Ensure parents are updated about their child's attendance by inclusion of attendance data in individual student's school reports.

Report attendance data to DECD and school community through the Annual Report.

Seek advice, support or place referrals to the DECD Student Attendance Counsellor.

Communicate with staff about students at risk and future strategies to implement.

Communicate with families where students are not meeting DECD attendance requirements.



Initiate formal written communication with families who have children with continued poor attendance and/or significant unexplained absences.

Responsibilities of Teaching Staff

Teachers to mark the roll daily and record any absences and lateness by 9 am and record late arrivals and early departures in the class attendance folder.

Teachers to send attendance roll to front office by 9.10am.

Provide a safe, success orientated and caring class environment.

Discuss the importance of school attendance with students.

Seek a reason for all student absences.

Check diaries daily.

Identify patterns of absenteeism/lateness and discuss with parent/caregivers.

Refer patterns of unexplained absence to the Principal.

Responsibilities of School Administrator

Phone parent/caregivers daily when student absence is unexplained.

Communicate any phone messages to class teachers.

Enter attendance data weekly into EDSAS. See appendix 1.

Provide class teachers with attendance reports for assessment and reporting procedures at the end each term.

Responsibilities of Students

To give any absence notes to their class teacher.

Late students must report to the front office to sign in before going to class.

Responsibilities of Parents

Phone, email, write or advise in person of their child's absence and reason for absence including any medical certificates preferably before 9.15am.

Seek exemption for planned absences from Principal. See appendix 2.

Parents collecting students early or for appointments need to sign them out at the front office. If the student returns to school, they need to sign in at the front office.

Support your child by talking positively about the school and showing a keen interest in your child's learning.

Further Information

In 2018 the DECD attendance target will rise to 96%. In recent years our school has been recording 92% attendance. Our challenge is to meet this new target which effectively requires students to ensure they have less than 10 days absent over the four terms.

DECD requires the school to monitor student attendance, and then analyses and forwards to the school detailed data indicating students who are at risk or meet the criteria of 'chronic non-attendance'. When this occurs, the school will work with the family to support an improvement in attendance.



Appendix 1:

Codes to qualify absence

C Illness with a day/s absence **verified by a doctor's letter, doctor's certificate, a dentist's appointment card or some other health practitioner's communication.**

E Exemption – approved exemption from school attendance by the principal (for up to one calendar month) or the Director, School and Regional Operations (for more than one month or for Home Schooling).

N.B. Students exempted for home schooling should be entered into a separate roll class set, and do not need to be marked absent.

F Family/social – for absences condoned by a parent as being for family, social or cultural reason.

I Illness with a day/s absence covered by notes, messages and phone calls from parents, stating a medical condition or illness preventing the student's attendance.

K Take Home - Absence due to a student being sent home for disciplinary reasons.

N Not approved - Absent without parent/guardian approval.

S Suspension – Suspended externally from school to an agreed place, usually home. In the discipline screen of EDSAS, record the reason for the suspension, e.g. violence.

U Unexplained - a student who is absent without explanation by either:

- parent
- or school
- or another authority, e.g. Families SA

Use this code for unexplained absences of students both under and over the age of compulsion.

Appendix 2:

Principal Approved Temporary Exemptions – *school to monitor*

The Principal of the school in which the child is enrolled can approve applications for temporary exemptions for the reasons of:

- *Family Travel /Holiday* for a period up to twelve months.
- *Ongoing Medical Condition and Other/Conditional* for a period of up to one month.

Family Travel / Holiday – up to twelve months

Students of Compulsory School Age and Compulsory Education Age (6 to 17 years of age) require an exemption if

they wish to travel or go on a family holiday during school time. Principals have the authority to approve **temporary**

exemptions for up to twelve months for *travel / family holiday* where students are not enrolling in another school

during that time. If enrolling at another school Central Delegate approval is required.

Ongoing Medical / Other / Conditional – up to one month

If the exemption sought is **temporary** (*Ongoing Medical Condition and Other/Conditional*) and less than a period of one month, the Principal can approve the application.

