

# ATTENDANCE POLICY

*In South Australia it is a legal requirement that students between the ages of 6 to 17 attend school each day.*

## **ATTENDANCE IS**

- Being at school, unless there is an acceptable reason
- Being at school on time
- Being punctual at all lessons during the day and staying for the entire lesson
- Being at school until the dismissal time.

*Good attendance is paramount to children achieving success in their learning and the development of social competencies.*

At Nicolson Avenue Primary we believe attendance is important because:

- It ensures continuity of education and learning
- It enables the development and maintenance of positive interpersonal relationships
- It develops good work habits and a sense of responsibility

## **RESPONSIBILITIES**

### ***Staff will:***

Encourage maximum attendance by:

- Providing a safe, secure and stimulating learning environment as well as modelling punctuality
- Developing programs to meet the learning needs of individual students
- Fostering a learning environment that encourages full participation by being relevant, enjoyable and valuing successes
- Gaining insight into the 'whole child' and or 'barriers' to attendance
- Inducting new children and families into the school culture and procedures
- Foster positive open communication with home
- Celebrate attendance at assembly

Monitor student attendance by:

- Keeping accurate class roll books in line with DECD guidelines (daily)
- Following up reasons for absences by notes and phone calls from parents
- Recording late arrivals/early leaving to determine patterns and work with parents to develop intervention programs
- Use student reports to communicate level of attendance
- Record late arrivals/early leaving to determine patterns and alert Leadership of concerns

Follow up non-attendance by:

- Seeking reasons for non-attendance/lateness through the stages of:
  - Informal parent contact
  - Written contact (note)
  - Letter, phone calls
  - Involving Regional Attendance Counsellor
  - Mandated notification
- Initiating all action regarding non-attendance by notifying the Front Office staff for further action for continual (3 days) or regular patterns of non-attendance.

***Parents/Carers will:***

- Contact the school re every non-attendance
  - Early leaving
  - Late arriving
  - Medical appointments etc
- Foster positive, open communication with the school
- Reinforce the importance of attendance and the value of learning
- Inform the class teacher/relevant staff of any 'barriers' to attendance
- Be willing to support programs designed to improve their child's attendance

***Students will***

- Respect other's rights to attend in a safe, secure learning environment
- Be honest, open in communication between home and school eg ensuring that notes are delivered
- Attend school every day unless they have a valid reason
- Be punctual to all lessons
- Inform the class teacher/relevant staff of any 'barriers' to attendance
- Participate in programs designed to improve their own attendance
- Participate in all areas of schooling

***Leadership will:***

- Establish a system for monitoring record keeping and follow up strategies for children whose attendance is of concern
- Liaise with other relevant support agencies eg Families SA, Police, Attendance Officers
- Inform parents, staff and students of their responsibilities through newsletters, phone calls, information booklet, personal contact and student reports
- Implement Truancy legislation procedures when appropriate

***SSO's will***

- Enter attendance records including any reasons
- Modify attendance records from sign out book
- Notify teachers of phone messages concerning attendance
- Phone parents on instruction by teaching staff
- Encourage student's regular attendance through a variety of strategies (e.g. emergency lunches, informal chats)