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)