



MODBURY SOUTH PRIMARY SCHOOL ATTENDANCE POLICY

At Modbury South Primary School we aim to achieve equitable outcomes for all students. To achieve this, students need to attend school regularly and on time to gain maximum benefit from their schooling. Learning that is lost due to absence can never be made up. Therefore, regular attendance and being on time are expectations of all students at our school.

School Attendance:

- Parents expect that when their students leave home, they will arrive at, and attend school all day. Teachers expect that if they have not heard from parents, students should be at school all day.
- During school hours teachers assume the duty of care responsibilities for children in their care in the yard and classroom. Knowing where children are and what they are doing during school hours is part of that responsibility. If a child is not at school, the school must try to establish the reason for the child's absence.

Compulsory Attendance:

- All children aged between 6 and 17 years of age must be enrolled and attend school regularly.
- Under the Education Act, parents and guardians are responsible for the regular attendance of all children in their care.
- There are legal implications for those parents who are unable to demonstrate that they are meeting this responsibility.

Procedures for Monitoring Attendance:

The Roll: The roll book is a legal document and needs to be marked at the beginning of the day. It needs to be sent to the Front Office at 10.55am every Friday.

Lateness: Any child who is late in the morning, or leaves early in the afternoon must be marked with an L or E. The amount of time he/she was late or left early must be written alongside as well as the reason. Where this happens on a regular basis, the class teacher must follow this up with the parent/caregiver. The Administration Staff need to be kept informed of the outcomes of this contact and will support the teacher if required..

Unexplained Absences: The class teacher will send a note home in the student's diary or telephone the home seeking explanation for unexplained absence. If no information is given the class teacher will make either personal or telephone contact with the parent/caregiver.

Unexplained Absences of more than 5 School Days: After 5 days of unexplained absences (whether consecutive or not), the class teacher will fill out attendance referral form to be given to the Principal or the Deputy. The Principal/Deputy will make personal contact by telephone or by pro forma letter to the parent/caregiver to ascertain why the child is absent.

Truancy: If children are away from school without satisfactory parents' or teachers' permission they are regarded as truanting. In such cases the school will ring home to inform the child's parent/caregiver. If they are not available, the school will report the missing child to the police. If a child runs away from school he/she will be dealt with in the above manner.

Scrutiny of Attendance Records: Class Teachers and the SSO (who enters attendance information onto EDSAS) will regularly check roll books for attendance patterns and inform Administration Staff of:-

- frequent absences
- patterns of absence
- lateness in the mornings
- leaving early in the afternoon
- etc.

Student Attendance Counsellors: Referrals to the Adelaide Northern Student Attendance Counsellor will occur when the best efforts of the school have been unsuccessful.

Strategies for Improving Attendance:

- Create a make up work policy
- Provide incentives for good attendance and punctuality
- Set an example
- Maintain good / accurate records
- Follow attendance procedures
- Emphasise and reinforce good attendance
- Plan engaging early morning activities
- Communicate regularly with parents, giving feedback on good or poor attendance

The encouragement and maintenance of regular school attendance remains a major responsibility of Teachers and Administration Staff.