

Salisbury North Primary School

Attendance Policy



Related policies, procedures, guidelines, standards, frameworks	<ul style="list-style-type: none">- Department for Education Attendance Policy
Approved by:	<ul style="list-style-type: none">- Salisbury North Primary School Staff- Governing Council
Approval date:	<ul style="list-style-type: none">- 06/12/2023
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Rationale

At Salisbury North Primary School, we firmly believe in the importance of students attending school consistently to fully participate and derive maximum benefits from their education. Research shows that regular attendance at school positively impacts learning, well-being and overall life outcomes for children and young people. Regular and punctual attendance enables children to access a comprehensive education, empowering them to reach their full potential.

This policy outlines the school's practices, aims to encourage attendance, and addresses how Salisbury North Primary School handles cases of non-attendance. Throughout school hours, all staff members are responsible for duty of care for all students on site.

School attendance and the law

Attendance at school is compulsory. The Education Act (1972) states that all children must attend school from the age of 6 until they turn 17. This could be in a school setting or an alternative approved learning program.

Parents or legal guardians (carers) can be prosecuted if they do not ensure their child goes to school. Thereby they can be fined or get a criminal conviction.

The Department's attendance policy

The South Australian Department for Education's Attendance Policy guides the responsibilities of the whole school community (school staff, parents, carers and students) to make sure children and young people attend school.

Schools collaborate with their community to foster positive attendance habits, beginning from the earliest years. They achieve this by cultivating a safe, inclusive, and culturally respectful environment. Employing effective and consistent local practices, they proactively monitor and address absences to ensure an encouraging learning atmosphere for all students.

Students at risk from missing school

Students can be away from school for many reasons. Schools closely monitor attendance to identify children and young people at risk. Risks may be related to learning and wellbeing. The school ensures appropriate follow up and support is provided to students and families.

Non-attendance falls into two categories including:

- **Habitual non-attendance:** a student has 5 to 9 days absence in a term for any reason
- **Chronic non-attendance:** a student has 10 or more days absence in a term for any reason

How we implement the Department's attendance policy

At Salisbury North Primary School our attendance practices align with the Department's attendance policy. Everyone has a role to ensure students attend school all day, every day.

We support student attendance by:

- Promoting the importance of education across our site
- Sending daily text messages/phone calls to address student non-attendance
- Assess patterns of non-attendance and develop ways to work together to improve this
- Provide a team around the child (TAC) approach to assist in improving attendance
- Provide support to address the barriers to attendance, learning and wellbeing
- Monitor attendance to make sure progress is documented and support systems are in place
- Evaluate the need for further or ongoing support and possible referral for additional support through Social Truancy

When attendance data indicates chronic non-attendance, the Student Wellbeing Leader along with the TAC (teacher, parent, caregiver, student) will create an attendance plan. The aim of the plan is to ensure attendance can be improved through identifying barriers, goal setting and regular communication.

Salisbury North's attendance expectations

At Salisbury North Primary School, our official school day begins at 8:45am and concludes at 2:55pm. The school gates are open from 8:30am, and during this time, staff members will be on duty in the Red and Yellow yards until the first bell rings to commence the school day.

If a child arrives after 8:45am, they are required to report to the front office to sign in and collect a late receipt, which should then be provided to their classroom teacher.

A message via the front office will be sent to families, if a student is late/absent from school. This is done once rolls are submitted by classroom teachers in the morning.

For student sign-outs between 8:45am and 2:55pm, both parents/carers and students must visit the front office.

Responsibilities

Everyone has a vital role to ensure students attend school all day, every day.

Student's Responsibilities:

- Attend school every day unless they are ill or have an approved exemption
- Arrive at school and attend all lessons and activities on time
- Participate positively whilst at school
- Pass on any notes about attendance or participation from parents/caregivers
- Report to the office to sign in or out, if they arrive late or are leaving early.

Parent's/carer's Responsibilities:

Parents/caregivers are responsible for getting their children to and from school:

- Children must arrive to school between 8:30am and 8:45am
- Children must attend school every day unless the school receives a valid reason for being absent (illness/family reason)
- Parents/carers must provide the school with an appropriate explanation for the student's non-attendance. A signed letter, phone call- **8258 1519**, message on Seesaw, or medical certificate is required for each day of absence
- Parents/carers are responsible to respond to messages from the school regarding attendance or lateness in order to provide an explanation.

- Parents or carers must apply in writing if they require an exemption for their child from school. This can be authorised by the principal for up to 4-weeks or can be approved by the DfE team leader or central delegate.

Teacher's Responsibilities:

Teachers use Academy Solutions to record attendance:

- All rolls are completed and submitted electronically before 9:00am
- Accurately record each absence with the correct code on Academy Solutions
- Students not present in class are to be recorded as absent, if no prior information has been provided
- Make contact with the parent/carer the day a student is absent. If there is no response from the parent/carer the teacher is responsible for recording this in the notes section on Academy Solutions
- Monitor students' absences and raise any concerns with the Student Wellbeing Leader
- Let Student Wellbeing Leader know if a child is absent for 3 or more days consecutively (when a reason has not been provided)
- Let Aboriginal Community Education Officers (ACEO) know if an ATSI student is absent or if there are absence concerns
- Any student attending class late must report to the front office first and provide their teacher with a late receipt. The teacher is to keep record of these receipts
- If a student comes to class without a late receipt and they are late, the teacher is to send the student to the office to ensure they are signed in correctly
- Admin staff will update Academy Solutions if a parent calls the school to inform the school of their child's absence
- Teacher to notify Student Wellbeing Leader/ACEOs if a student has not been sighted for a school week, and there has been no response from a parent/caregiver. A TAC will be formed to determine whether a home visit is required to be undertaken.
- Communicate with Student Wellbeing Leader/ACEO for ongoing attendance concerns
- Make notifications via CARL about chronic non-attendance (Students who miss more than 10 days in a school term), guided by Responding to Abuse and Neglect — Education and Care (RAN-EC) training and the Mandatory Reporting Guide.

Leader's Responsibility:

- Monitor attendance through Academy Solutions
- Document on Academy Solutions all attempts made to contact families
- The Student Wellbeing Leader will work with a TAC to set up meetings with families to discuss ongoing attendance concerns
- The Student Wellbeing Leader/ACEOS will conduct home visits to families if a student has not been sighted for 28 days
- Send an attendance letter to families when a student has not attended school for 10 days or more without sufficient reasons in a 10 week period
- Consult with/refer to the Department's Social Truancy team to assist with supporting the family and school to improved student attendance
- Phone SAPOL and request a welfare check if there are further concerns for the student's safety and wellbeing

Attendance over years:

Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...	they miss weeks per year	and years over their school life
1 day per fortnight 	= 4 weeks 	= Over 1 year missed
1 day per week 	= 8 weeks 	= Over 2.5 years missed

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Attendance Flowchart:

