



Stansbury Primary School

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SCHOOL PRINCIPAL
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SCHOOL COMMUNITY INFORMATION SHEET

STUDENT ATTENDANCE POLICY

In South Australia it is a legal requirement that students between the age of 6 and 16 attend school each school day.

We have a legal responsibility to promote good attendance patterns and take action to rectify problems of non-attendance.

Attendance is

- being at school unless there is an acceptable reason
- being at school on time
- being at school until dismissal time
- not leaving the school grounds during school day without permission

At Stansbury Primary School, we believe attendance is important because:-

- *it ensures continuity of education*
- *it enables students and families to develop and maintain positive relationships with peers and staff*
- *it develops good work habits and a sense of responsibility*
- *it supports success in student's learning*
- *it develops positive routines in student's daily lives.*

Students will:-

- attend school every day unless they have a valid reason not to be at school
- be punctual to all lessons
- provide an explanation to the teacher for their absence / lateness (usually a note from the parent / caregiver in school diary or a phone call made to office)
- inform class teacher or another staff member of any difficulties relating to school attendance.

Parents/Caregivers will:-

- provide an explanation regarding every absence (early leaving, late arrival, appointments, illness, family business etc.)
- ensure their child arrives punctually at school
- notify the school of any absences prior to 9am.
- work with the school to reinforce the importance of attendance and the value of learning
- inform the class teacher or a staff member of any difficulties relating to school attendance
- contact the school prior to any planned absences (family holidays, appointments etc.)
- for absences up to a calendar month, parents are expected to contact the principal and seek an exemption
- assist in the delivery of a work program provided by the class teacher during long periods of absence.

Teachers will:-

Encourage maximum attendance by:-

- ensuring that a safe, secure environment is provided for all students
- developing stimulating learning programs to meet the learning needs of individual students
- encouraging full participation by valuing each student's contribution and ensuring individual success
- fostering positive, open communication with parents / caregivers
- welcoming new students and their families into the school and making the school's attendance expectations known and clear to them
- gaining relevant knowledge about the child and factors which may affect their regular attendance.

Monitor student attendance by:-

- keeping accurate records in line with DECS guidelines
- following up reasons for absences with parent / caregiver via personal contact (phone calls, notes etc.)
- notifying the front office of any absences by 9am
- identifying non attendance patterns using current records and working with relevant staff to develop intervention programs
- informing the principal of any concerns re student attendance.

The Office Staff will:-

Monitor student attendance by:-

- keeping accurate records in line with DECS guidelines
- contacting parent / caregiver if no contact has been made prior to 9.15am and the student is not at school (usually sms)
- informing the Principal of any concerns re student attendance

The Principal will:-

- follow up student attendance concerns expressed by teachers
- inform classroom teachers of progress or further action
- refer continuing problems to the DECS Attendance Officer for further action
- liaise with relevant support agencies – SA Police, Families SA, Aboriginal Education Worker, CAMHS.

When is it acceptable for children to be absent:-

Situations where it is acceptable for a child to miss school include times when the:

- child is too sick to leave the house
- child has an infectious illness such as gastroenteritis, chicken pox or measles
- child needs to attend medical or dental appointments that could not be made out of school hours
- school principal is provided with a genuine reason that prevents the child attending school
- child has been granted an exemption from school
- child has been sent home or suspended from school for disciplinary reasons

If a student is absent due to reported illness for three or more consecutive days the Principal can ask for a medical certificate.

What to do if your child refuses to attend school:-

If you have difficulty with your child attending school you should immediately contact the school to seek help. There are many staff members who can assist you. You can discuss your concerns with your child's teacher or the school principal.

For more information on how to help your child with their school attendance phone the parents' hotline on 1300 364 100 or visit the parenting and child health website.