



# STANSBURY PRIMARY SCHOOL POLICY

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## Student Attendance Policy

<b>Policy Owner:</b>	Stansbury Primary School (SPS) Principal
<b>Date Developed:</b>	August 2016
<b>Last Review Date:</b>	March 2025
<b>Next Review Date:</b>	March 2028

### 1. POLICY OBJECTIVES

In South Australia it is a legal requirement that students between the age of 6 and 16 attend school each school day. We all have a responsibility to promote good attendance patterns and take action to rectify problems of non-attendance. This policy outlines the process and guidelines for school attendance.

### 2. POLICY SCOPE

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 the school day without permission.

At SPS, we believe attendance is important because it:

- Ensures continuity of education
- Enables students and families to develop and maintain positive relationships with peers and staff
- Develops good work habits and a sense of responsibility
- Supports success in student's learning
- Develops positive routines in student's daily lives.

#### **Role of SPS staff and teachers**

- Encourage maximum attendance by students and families, by promoting the importance of attendance to the school.
- Gaining relevant knowledge or identifying patterns about the students and factors which may affect their regular attendance.
- Retaining accurate records in line with appropriate guidelines.
- Contacting and following up reasons for absences with parent / caregiver via personal contact (particularly if no contact has been made prior to 9.15am and the student is not at school).
- Principal to ensure staff are aware of their responsibilities in reporting and monitoring attendance.
- Principal to conduct home visits when appropriate and safe to do so.
- Principal to refer continuing problems to the Attendance Officer for further action.

- Liaise, where appropriate, with relevant support agencies (for example SA Police, Families SA, Indigenous support agencies).

#### **Role of parents /carers**

- Enrol students into school or approved learning program by the age of 6 years (compulsory).
- Support SPS staff and students in complying with attendance policy guidelines.
- Provide an explanation regarding absences (early leaving, late arrival, appointments, illness, family business etc).
- Ensure students arrive punctually at school.
- Notify the school of any absences prior to 9am (using various communication channels).
- Support SPS to reinforce the importance of attendance and the value of learning.
- Advise SPS staff of any difficulties relating to school attendance and work with staff on intervention strategies to improve attendance.
- Discuss with SPS staff prior to any planned absences (family holidays, appointments etc).
- Assist in the delivery of a work program provided by the class teacher during long periods of absence.

#### **Absence guidelines**

Example and situations where it is acceptable for a student to be absent from school:

- Sickness and illness
- SA Health directions
- Attendance at medical or dental appointments
- Genuine reason that prevents the child attending school as discussed with SPS staff
- An exemption from school
- School enforced disciplinary reasons

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

Difficulties with students attending school should immediately be advised to SPS staff for assistance. SPS staff are available to work together with families and carers to discuss your concerns or issues with school attendance.

### **3. POLICY REVIEW TIMEFRAME**

This policy will be reviewed and updated every three (3) years or as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.