



# Attendance Policy

July 2025

## Inclusion, Honesty, Respect

Research shows that attendance at school all day and every day positively affects learning, wellbeing, employment and life outcomes for children and young people. Learning is cumulative and it is disrupted if students often miss school.

Attendance at school is compulsory. The Education and Children's Services Act 2019 states that all children must attend school, or approved earning program, from 6 until they turn 17.

The South Australian Department for Education's [Attendance Policy](#) guides the responsibilities of the whole school community to make sure that children and young people attend school.

Schools work with their community to develop positive attendance habits. They do this when they provide a safe, inclusive and culturally respectful environment. They use effective and consistent local practices to monitor and manage absences.

### Students at risk from missing school

Students can be away from school for many reasons. Schools use categories to identify children and young people at risk. We make sure that appropriate follow up and support is provided.

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

### How we implement the department's attendance policy

At Kalangadoo Primary School our attendance practices align with the department's attendance policy.

We support student attendance when we:

- actively engage and include all children, young people and their families
- provide support to address the barriers to attendance, learning and wellbeing
- monitor attendance to make sure progress is documented and supports are in place

### Kalangadoo Primary School's attendance expectations

School starts at 8.50am each day and finishes at 3.15pm.

A carer or emergency contact should provide an explanation if their child is late or has to leave early. Families are to share this with the class teacher when they sign in or out.

### Attendance responsibilities

Everyone has a role to make sure students attend school all day, every day.

## Students

- Attend school every day the school is open unless they are ill or have an approved exemption.
- Arrive at school and to all lessons and activities on time.
- Participate positively in all learning activities.
- Report to the Front Office if they arrive late or leave early.

Note: a student's age and circumstances affect the level of responsibility.

## Families

- Make sure their child attends school every day the school is open, unless they are ill or have an approved exemption.
- Be responsible for their child's travel to and from school.
- Make sure their child arrives at school on time, between 8.30am and 8.50am.
- Provide their child's school with up-to-date contact details.
- Provide a reason to the school if their child is absent, late or leaving early on the same day.
- Make appointments outside of school hours where possible.

## Teachers and Leaders

- Make sure all families are aware of attendance expectations, policies and procedures.
- Accurately record each absence, late arrival or early departure with the appropriate code.
- Contact families if there is no explanation for an absence, or a pattern of absences.
- Document contact with families about absences, including any attempts to contact.
- Request a medical certificate from families if needed.
- Consult with the local Student Support Services if needed.
- Make notifications about chronic non-attendance (via eCARL) guided by Responding to Abuse and Neglect – Education and Care ([RAN](#)) training and the [Mandatory Reporting Guide](#).
- Make sure the online roll is completed by 10am daily.
- Contact the family on the day their child is absent.

## **Authorisation of exemptions**

In some circumstances, the principal has authority to approve an exemption from school. This can be for up to 1 month. It can also be for up to 12 months for a family holiday.

Before asking for an exemption, families should talk to a site leader. Students must attend school until an exemption is approved.

Our school requires an exemption for absences more than 5 school days in a row. This does not include illness.

Parents or carers must apply in writing. The principal will advise them in writing of their decision. A copy is kept in the student record folder. Forms are available from the Front Office.

Note: Exemptions are counted as student absences from school.