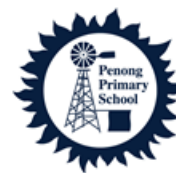


Penong Primary School

Respect Community Achievement



Government of South Australia
Department for Education



Attendance Policy

All children aged between 6 and 16 years of age under compulsion are to be enrolled at and attend school every day unless an acceptable reason is given.

The school can be informed of any non-attendance; late arrival or early departure that students may have on any day by:

- Note
- Phone Call
- In person
- Text Message

Students at Penong Primary School are expected to:

- Be at school and ready to start the day by 8.45am
- Be at school until dismissal time at 3.00pm

Teacher/S.S.O. responsibilities:

- Encourage maximum attendance
- Monitor non-attendance, patterns of non-attendance and lateness following Department of Education guidelines (supported by the principal)
- Follow up non-attendance and lateness
- Document all follow up and liaise with the principal as necessary

Parent / Caregiver responsibilities:

- Contact the school about non-attendance, late arrival or early departure on every occasion
- Support the school's attendance policy by reinforcing the importance of attending every day
- Let the class teacher or principal know if there are issues affecting regular attendance that they may be able to support you
- Support programs and excursions by reinforcing the importance of attending
- Acknowledge that supervised school hours are 8.30am to 3.15pm
- Whenever possible make appointments out of school hours

As a school we support maximum attendance through:

- Classroom staff monitoring
- Follow-up by principal and support staff
- Informing and reminding parents and caregivers of their responsibilities in supporting their children and the school
- Liaising with the attendance officer if poor attendance continues unchanged
- Liaise with Department Child Protection (DCP), police and other relevant agencies, where necessary

Reviewed August 2025

Signed Karen Murray
Principal

Signed: Allison Shipard
Chairperson Governing Council

Next Review August 2028