



Government of South Australia

Department for Education

ANGLE VALE PRIMARY SCHOOL

Attendance Policy



BUILDING OUR BRIDGE TO THE FUTURE

Publication Date	3 rd December 2025
Review Date	2028
Related Department for Education policies, procedures, guidelines, standards, frameworks	Department for Education Attendance guidelines
Related Angle Vale School policies, procedures	
Responsibility	School Leadership and Governing Council

Vision Statement

At Angle Vale Primary School, we know that **every day** at school counts. Regular attendance is one of the most important factors in your child's learning, wellbeing, and future success. Our goal is to bring our **overall attendance to 95% or higher**.

This policy is based on the following principles:

- Society has a responsibility to prepare children and young people for successful participation in learning and the broader community.
- Families, society, peers and educators and other significant adults influence the life choices of children and young people.
- Attendance has benefits and consequences that increase or decrease life choices and opportunities.
- Continuity of relationships and learning in an educational program is dependent on attendance.
- Attendance is a shared responsibility between the staff of Angle Vale Primary School, parents and caregivers, students, and members of the wider community.
- Attendance is critically linked to an engaging curriculum, intentional and inclusive teaching practices and the development of connected relationships which then create a vibrant and inclusive educational school community.

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 or an approved learning program. Parents or legal guardians (carers) can be prosecuted if they do not make sure their child goes to school. This can mean being fined or getting 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 to make sure children and young people attend school. This includes school staff, parents, carers and students. Schools work with their community to develop positive attendance habits. This starts from the earliest years. 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

Students can be away from school for many reasons. Schools use categories to identify children and young people at risk. This might be about their learning or wellbeing. We make sure appropriate follow up and support is provided.

- **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

If your child misses	That equals	Which is	Over 13 years of their schooling They have missed
½ day per week	20 days per year	1 month per year	1.3 school years
1 day per week	40 days per year	2 months per year	2.6 school years
2 days per week	80 days per year	4 months per year	5.2 school years
3 days per week	120 days per year	Over half a school year	7.8 school years

How we implement the department's attendance policy

At Angle Vale Primary School our attendance practices align with the department's attendance policy. We support student attendance when we:

- promote the importance of education from the earliest years of life and throughout school
- assess patterns of non-attendance and develop ways to address this
- 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
- evaluate the need for further or ongoing support and referral for additional support

We use data to create our attendance improvement plans. This is in partnership with our community. Our plan includes the actions we will take to make sure all students can attend school.

How Often Do Students Need to Come to School?

Every day the school is open, unless they are ill or have a personal situation that prevents them from attending. Compulsory attendance is covered in the [Education and Children's Services Act 2019](#). It states:

Where a child fails to attend school as required by the Act, each parent/carer of the child shall be guilty of an offence and liable to a monetary penalty. Where a child's education program provides for off-site instruction, it is a requirement that the child attend in line with the requirements of the education program. Prosecution for non-attendance by a child of compulsory age will be initiated only after all other intervention has been attempted and prosecution is in the best interest of the child.

The Act further provides for the Minister or a delegate to exempt any child conditionally to unconditionally from attendance. Such exemptions may provide for online learning, home schooling and other like programs. Exemptions are managed by the principal.

Angle Vale Primary School's attendance expectations

School starts at 8.55am each day and finishes at 3.15pm.

A parent or carer must provide an explanation via Dojo, phone call or in person if their child arrives after 8:55am or has to leave early. All students must attend the admin building when they sign in or out between 8:55am and 3.15pm.

Responsibilities of the Student

Children and students enrolled at Angle Vale Primary School have responsibility for their attendance. The level of responsibility will be determined by the individual circumstances of the child.

The expectations are that they:

- attend Angle Vale Primary School as negotiated regularly on every day the school is open for education programs
- be punctual in arriving for their education program
- sign in or out if arriving late or leaving early, including students in primary
- engage appropriately in the education program as required
- provide Angle Vale Primary with an explanation for their absence from their parent or caregiver
- provide input and work with Angle Vale Primary School staff in the implementation of their individual attendance improvement plan where required.

Responsibilities of Staff

Staff at Angle Vale Primary School are responsible for supporting the agreed attendance improvement strategies and processes for our school and will:

- provide a relevant, innovative, collaborative, and inclusive learning program that seeks to engage all students and offers opportunity for success for all students
- actively work with relevant staff to remove barriers to success for all students
- collaborate with families to remove barriers for student attendance
- implement and utilise the inclusion framework and the teaching and learning framework
- actively monitor attendance and seek support to improve attendance from members of the wellbeing/inclusion team.
- contribute to the analysis of attendance trends and patterns
- contribute to the implementation of attendance improvement plans
- refer all students, under compulsion, with unsatisfactory attendance to relevant supports, including department for education, student support services and other external supports
- advise relevant paraprofessional staff of absence information
- ensure that their class rolls on EMS are marked correctly within the first 30 minutes of the day
- ensure that they refer to the attendance flowchart to respond to student absences
- ensure that they contact the families of students who have had 2+ days of unexplained absence.
- ensure they update EMS if they are given reason for absence.
- make mandatory notifications about non-attendance (via the Child Abuse Report Line – CARL) guided by Responding to Abuse and Neglect — Education and Care (RAN-EC) training and the Mandatory Reporting Guide

Responsibilities of Parents and Caregivers

- ensure their child attends school every day the school is open, unless he/she is ill or have an approved exemption
- be responsible for their child's travel to and from school
- provide their child's school with up-to-date contact details for parents and emergency contacts
- ensure their child arrives at school on time, no earlier than 8.30am and before 8.55am
- ensure their child is collected from school at 3.15pm or is enrolled in out of school hours care (OSHC)
- communicate with the class teacher in advance if there are any changes to normal pick-up arrangements
- let the class teacher know in advance if their child is going to be away for a planned absence
- provide a reason to the school, the same day if possible, if their child is absent, late or leaving early. Parents are expected to communicate via the best classroom communication method about absences— phone call, Dojo or in person.
- provide a medical certificate if their child is ill for 3 or more consecutive days
- fill in an exemption form with the front office if they are going away for an extended period of time and make appointments outside of school hours if possible. For example dentists or National Disability Insurance Scheme (NDIS) providers

Responsibility of Wellbeing/Inclusion Team

- monitor attendance through EMS and Power BI data sheets.
- set up meetings with families to discuss ongoing attendance concerns
- conduct home visits to families if a student has not been sighted for 2 weeks continuously.
- document on the attendance spreadsheet on teams, all attempts made to contact families.
- send letter home to families each term with attendance percentage for children falling below 90% attendance.
- make mandatory notifications about chronic non-attendance (via the Child Abuse Report Line – CARL) guided by Responding to Abuse and Neglect — Education and Care (RAN-EC) training and the Mandatory Reporting Guide
- send attendance letter to families at the end of each term for students falling into habitual and chronic category of attendance.
- consult with/refer to the department's social work duty and truancy team when needed
- phone SAPOL and request a welfare check if there are further concerns for the student's safety and wellbeing

Authorisation of exemption

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 the site leader. Students must attend school until an exemption is approved. Our school requires an exemption for absences more than 3 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.

Daily Absence Process

