

Attendance Information for Parents/Caregivers

School Times

- Lesson times are from 9.00am to 3.10pm. A teacher is on duty from 8.40am to 9.00am in the mornings and from 3.10pm to 3.25pm after school.
- Students can enter classes at 8.55am. Siren sounds at 9.00am for the lessons to start.
- Before and After School Care is provided from 6.30am in the mornings and until 6.00pm in the evenings. Please contact OSHC on **8254 4198** if you require this service.
- If your child is going to be absent from school please let the school know either by direct contact, phone call, a note in your child's diary or SMS to **0416 906 281** explaining the reason for the absence.

What should I do if my child is late for school or needs to leave early?

If a student arrives at school after 9.00am the student must sign in at the Front Office and collect a late slip. The parent/caregiver must provide a reason for the lateness either in person when signing them in, via a phone call or a note in the child's diary. If you are collecting your child early the parent/caregiver needs to sign the child out at the Front Office first and collect an early dismissal slip to hand to the child's teacher.



Compulsory enrolment and attendance at school

Under the Education Act of South Australia, parents and /or caregivers are held responsible for the regular attendance of all children in their care. All children aged between 6 and 17 years of age must be enrolled and attend school regularly. The Department states that absence is considered as:-

- Habitual if it is 5 days absent per term
- Chronic if it is 10 days absent per term.

It is the school's responsibility to follow up any absences that fall into either category.

Is regular attendance important?

Yes: If students miss the basic skills in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the junior and primary years often leads to the development of poor attendance at high school.

Six days absence per term from Reception to end of Year 7 equals one year of schooling missed.

Half an hour late each day equals five days absence per term.

Punctuality is also important. The first part of the morning is crucial to set the students up for a successful day. Information is shared and instructions are given.

Must I notify the school if my child has been away?

Yes: it is expected that you notify the school of absences as they occur. On return to school, if your child has been absent for three or more days due to illness, a note is required from the child's doctor to cover the absences.

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(continued)

What happens if students are absent without either a phone call or a note from the parent/caregiver?

The following steps will be taken.

- Teachers will initially contact parents.
- If unexplained absences continue a letter will be sent to the parents from the Principal explaining our concerns.
- If the attendance problem continues the Principal, in consultation with the teacher, will refer the matter to our Social Workers (Truancy).

What is the role of the Social Workers (Truancy)?

Social Workers (Truancy) are members of the Department for Education professional teams providing a supportive service to students, parents and/or caregivers and school staff. Their aim is to assist with the full participation of all students in education.

Social Workers (Truancy) may assist by:

- Working with students in a supportive counselling role.
- Visiting students at home and consulting with parents and/or caregivers.
- Identifying reasons for student non-attendance and making appropriate referrals.
- Monitoring student attendance and reviewing progress as necessary.

If you are concerned about your child's attendance at school please have a chat with their class teacher.

Short family holidays during school time

Principals have delegated authority from the Minister to approve applications for temporary exemptions from school attendance for periods of up to one calendar month. Parent / caregivers should complete an 'Application for Exemption from School' form and forward to the Principal giving relevant details of the holiday. Exemption forms are available from the Front Office. Parents/caregivers will be notified in writing if temporary exemption has not been approved.

Leave longer than one month

If you are going on a long holiday you still need to apply to the Principal. All applicants for temporary exemptions exceeding one calendar month, and for permanent exemptions, are to complete an 'Application for Exemption from School' form and forwarded to the Principal. This exemption is then forwarded to the Department for Education District Office for approval by the District Director.