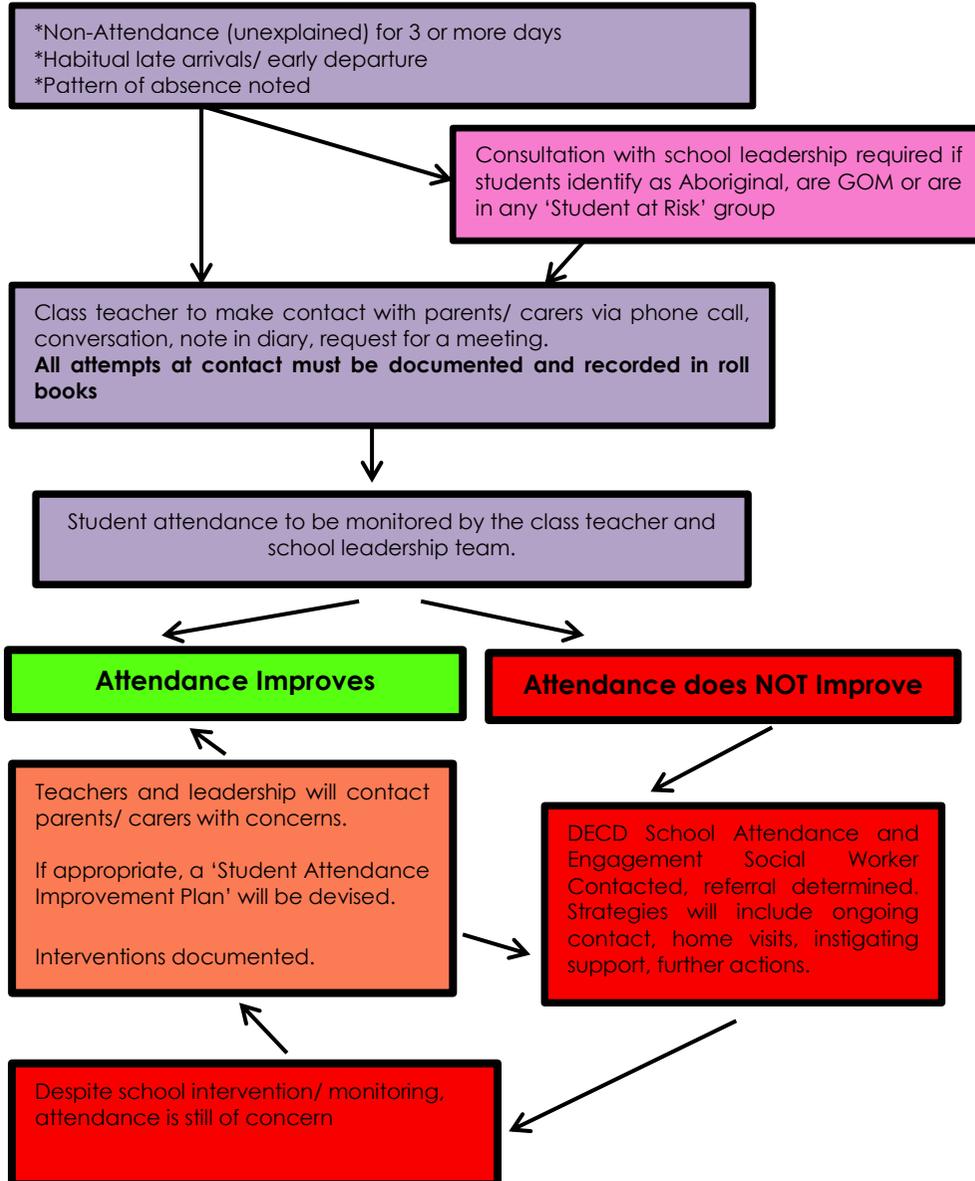




Attendance Policy

Flow Chart: Addressing Student Attendance



2018



School Contacts
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Endorsed by Governing Council: May 2017
 To be reviewed by Governing Council: 2019

School Information

- Children should begin to arrive from 8:30am so they are ready to go into class at 8:50am.
- Morning Routines and Instructions begin at 8:50am.
- The school day ends at 3:00pm. There is a teacher on duty until 3:20pm.
- If a child arrives after 8:55am, students must be accompanied to the front office by their parent/ carer. A sign-on slip signed by the parent/ caregiver will be provided to give to the class teacher.
- If a child needs to be picked up early, parent/ carers need to report to first sign their child out at the front office. The sign-out slip is handed to the class teacher before the student is dismissed.

Importance of Regular Attendance

Children need to attend school regularly to learn the basic skills acquired in the early years. Irregular attendance in the Junior and Primary years often leads to inconsistent attendance at High School.

Compulsory Enrolment and Attendance

Under the Education Act of South Australia, parents/ carers are responsible for regular attendance of all children in their care.

All Children aged between 6 -16 years of age are required by law to be enrolled and attend school regularly.

Some of the exceptions to regular, consistent attendance would be if your child:

- is too sick to attend school
- has an infectious disease such as chicken pox, mumps, measles or influenza
- is incapacitated by significant injury preventing movement around the school
- is accompanying his or her parents or carers on a family commitment that cannot be arranged in the holidays. An exemption needs to be filled out and approved through the front office prior to departure.

Where possible, medical appointments should be made out of school hours or in the school holidays.

Notification of Absence

If your child is going to be absent from school, a written explanation of the absence and/ or Medical Certificate is required. This can be done through Skoolbag app, email to the school, phone call to the school or a letter in the communication book or diary upon return.

If your child is unwell, a medical certificate is required after 3 or more days of absence.

School staff will contact you if any absence is unexplained or when regular absences occur. We are legally required to explain all absences for auditing and data collection purposes.

Monitoring of Absence

Every morning the class teacher calls the roll. Students not at school are recorded as 'absent'. This is changed to 'late' if arrival is after 8:55am.

Information from the roll is entered into the computer system that reports to DECD.

Together with the class teacher, school leadership will monitor student attendance and contact parents when there is ongoing absence.

If absence is ongoing or presents concerning patterns, a referral to the DECD School Social Worker – Attendance and Engagement.

Further Information and Support

If you would like any information about attendance or require some assistance or support to develop and maintain good attendance patterns, please make a time to see your child's teacher or a member of the school leadership team.

By staff, parents/ carers and students working together good patterns of attendance can be achieved. The benefits for your child will be significant.