



Solomontown Primary School

Attendance Policy

Respect

Confidence

Respect

Responsibility

At Solomontown Primary School, we are committed to high levels of student attendance and engagement.

Department for Education Requirements

It is a Department for Education requirement that all student absences and reasons for absence must be recorded by the school daily.

If a child is absent, it is the parent's and or carer's responsibility to notify the school

This can be done by:

- Ringing the school - **86322191**—on the day of absence
- Sending an email to dl.0406.info@schools.sa.edu.au
- Sending a note with your child or write a note in your child's diary the following day (blue attendance notes)
- Leaving a message on the school's answering machine which is operational after school office hours

If the child is absent as part of a planned absence eg. Family holiday, please notify the school before the absence.

If your child is away from school for **3 or more consecutive days**, either an **Exemption Form** needs to be completed by the parent (for family related reasons), or a **Medical Certificate** needs to be provided (signed by a medical professional, for illness/medical reasons). Exemption Forms are available from the Front Office.

Parents / Caregivers Responsibilities

- Ensure children arrive at school between 8.30 and 8.50am.
- Ensure children attend school every day when instruction is offered unless the school receives a valid reason for being absent (e.g. illness).
- Provide the school with an appropriate explanation for the student's non-attendance or lateness, either via a phone call, text message, conversation or written note as early as possible, but should be within two days.
- When possible provide the school with a medical certificate for illnesses. A medical certificate is required after 3 reported illness absences.
- Where a student is absent due to reported illness for three or more days in any term medical evidence might indicate that a care plan is required from a treating health professional i.e. asthma, allergies, injuries.
- Let the school know if an extended absence is likely and ask for work for students who are unable to attend school for acceptable reasons and for whom work is requested as soon as they are aware of absence.
- Apply for temporary exemptions when children are going to be absent for periods of time up to a month e.g. family holiday that can only be taken at certain times e.g. due to work.
- Parents/caregivers must sign out their child before collecting them from class.

School Responsibilities

- Develop positive relationships with students and parents/caregivers.
- Monitor each child's attendance and punctuality.
- Record absence and reasons for absence.
- Provide meaningful, worthwhile and inclusive learning experiences for all students.
- Discuss patterns or concerns re non-attendance/lateness with Attendance Team.
- Follow up a child's non-attendance or lateness with parents/caregivers via notes in diaries/communication books, phone calls, meetings or home visits with another member of the Attendance Team.
- Liaise with support staff e.g. Wellbeing Leader, AET, ACEO, Assistant Principal to improve attendance and lateness.
- Document all interventions, strategies, home visits, phone calls.
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons within a reasonable time limit of a request from parents.
- Demonstrate sensitivity when handling attendance issues with students/parents/caregivers (Ask why they are late at an appropriate time and in private.)
- Refer to the attendance team when absences persist despite the above intervention.
- Make follow up phone calls daily to families that have not made contact with the school regarding their child's attendance

Student Responsibilities

- If late, collect a late card from the front office, enter the classroom with as little disruption as possible and place late card in allocated area
- Stay on the school grounds, unless they are signed out by an adult or have the appropriate consent to leave (e.g. SAPSASA, music lesson or excursion)
- Show a level of responsibility towards their own attendance (age appropriate) i.e. arrive at school organised and prepared, go to bed on time, set an alarm clock, get up on time, get ready for school before watching TV, unpack their school bag when they arrive at school before playing with others and not arrive at school before 8:30am.

For more information parents need to contact their child's class teacher or alternatively, please contact the following people at school:

Principal: Rob Jeffries

Deputy Principal: Katina Athanasos

Wellbeing Coordinator: Donna Edwards

Ratified: 20/09/2022

Kyra Court

Governing Council Chairperson

Rob Jeffries

Principal