



North Ingle School & Preschool

Achieving Together



Government of South Australia
Department for Education and
Child Development

Postal Address: PO Box 96, Para Hills SA 5096
Location: 7 Rothwell Avenue, Ingle Farm SA 5098
Telephone: 08 8264 7498 **Fax:** (08) 8396 1778
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Attendance Policy

Aims:

Our aim is to ensure all students have access to equitable educational outcomes. Monitoring of student attendance enables identification of students at risk and early implementation of intervention strategies. We believe that early detection and assessment of the causes of school non-attendance and the provision of organisational structures, responsive to the needs of the individual, are vital.

Rationale:

At North Ingle School we believe schools should provide a safe, success oriented and stimulating environment. Students need to attend school in order to participate fully and gain maximum benefits from schooling. All members of the school community are expected to meet the requirements of attendance and work to the best of their ability and skill as consistently as possible. Student attendance is everyone's business.

Expectations:

A child who is at least six years old but not yet seventeen is of compulsory age, irrespective of the distance from school. These students are required to be enrolled at a registered government school and must attend on every day instruction is provided unless the Minister has granted exemption from school attendance.

The primary responsibility for meeting this legal requirement rests with the parent/caregiver. The responsibility for ensuring school attendance is with the Department for Education and Child Development (DECD). The Department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

Responsibilities:

Parent/Caregiver:

- Children must arrive at school between 8.35 and 8.45 a.m.
- Children must attend school every day when instruction is offered unless the school receives a valid reason for absence (e.g. illness).
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance by way of note, phone, or medical certificate.
- Up until 9:00~~45~~am if a student is late for school, he/she must report immediately to his/her class. The teacher will record the number of minutes late in the roll book.
- If a student arrives after 9:45~~00~~am the parent/caregiver will need to sign the '**Late Arrival Register**' (Proforma K) at the front office. An '**I have been to the Front Office and have been signed in Late**' (Blue Card) (Proforma G) will be issued to the student to forward onto the teacher indicating the absence code and time of arrival.
- An explanation for the significant lateness must be given by parent/caregiver in person or via a note.
- Parents/caregivers must notify the school if an extended absence is likely and if the school needs to arrange work at home for the student.
- Parents/caregivers are to report to the front office and sign the '**Early Departure Register**' (Proforma J) if taking the student from the school before the 3:00pm bell/siren. After signing the '**Early Departure Register**' (Proforma J) the front office staff will issue the parent/caregiver with a '**I have been to the office and have signed to collect a student**' (Orange Card) (Proforma F) which is given to the class teacher by the parent/caregiver collecting the student.

Teacher:

- The Roll to be called before 9:00~~45~~am every morning and accurately recorded. ALL ROLL BOOKS to be sent to the office every day at 9:15am for EDSAS data entry.
- Any student who arrives after the roll book is sent to the front office (9.15am), without an '**I have been to the Front Office and have been signed in Late**' (Blue Card) (Proforma G) is to be sent to the office to sign the '**Student Late Arrival Register**' (Proforma K).
- Monitor each child's attendance accurately.

- Follow up any unexplained absence using a note in the diary or '**Unexplained Student Absence Follow Up**' slip (*Proforma A*) or alternatively teacher can talk to parent in person
- After three consecutive days of unexplained absence or ongoing significant lateness the class teacher should endeavour to make contact with the parent/caregiver of the child concerned. See Flow Chart.
- If after sending home notes or contacting by phone no satisfactory explanation for the absence or lateness has been forthcoming or concerning patterns of non-attendance are observed, teachers complete the '**Attendance Concern Alert**' slip (*Proforma B*) and put in the Principal's pigeonhole.
- Record in the roll book minutes late of students arriving after 8.45am **and before 9:15am.**
- Prior to 9:15am, teacher to record any student absences that have been alerted to them from the front office in the Roll Book
- ALL cards '**I have been to the Front Office and have been signed in Late**' (**Blue Card**) (*Proforma G*) and '**I have been to the office and have signed to collect a student**' (**Orange Card**) (*Proforma F*) to be placed in the Roll Book every morning prior to returning it to the Front Office
- Identify and closely monitor attendance of students at risk. Then follow up as required. Discuss concerns with leadership team.
- Fill in Pupil Record Folders (ED 043's) at the end of each term (coordinated by clerical SSO).
- Coordinate work for students absent for acceptable reasons and for whom work is required.

Administration Staff:

- When parents/caregivers have contacted the school to provide information about a child's absence or lateness and record that information on the '**Student Absence Register**' (*Proforma L*). Prior to 9:15am Front Office to phone class teacher to inform them of student absence for the teacher to amend on the Roll Book. After 9:15am Front Office staff to amend Roll Book and enter into EDSAS
- Administer the '**Student Late Arrival Register**' (*Proforma K*) when students arrive after 9:15am and issue students with the '**I have been to the Front Office and have been signed in Late**' (**Blue Card**) (*Proforma G*).
- Administer the '**Student Early Departure Register**' (*Proforma J*) and issue parents/caregivers with the '**I have been to the office and have signed to collect a student**' (**Orange Card**) (*Proforma F*) when asked by parents/ caregivers to take their child home before school is dismissed. Front Office staff to amend in Roll Book
- Student Attendance Information to be entered onto EDSAS daily.
- Front Office staff to phone parent/caregiver if student arrives late with no reason given by parent
- Admin to contact parents if no reply to '**Unexplained Absence Follow Up**' slip (*Proforma A*) is received
- Cross check '**Student Absence Register**' (*Proforma L*), '**Late Arrival Register**' (*Proforma K*), '**Student Early Departure Register**' (*Proforma J*) with Roll Book and EDSAS entry

Leadership Team:

- Provide teaching staff with Attendance Policy and proformas used for documenting attendance.
- Train staff on the roles and responsibilities regarding student attendance, including the induction of new staff throughout the year.
- Follow up on '**Attendance Follow Up Request**' (*Proforma B*) form provided by teachers.
- Address attendance concerns via the following strategies: phone call, letter (3 levels, final sent via registered mail) (*Proforma C, D and E*), parent requested interview at school, students counselled about their attendance and the consequences it has on their learning, implement Attendance Improvement Plan, home visit.
- Document intervention, strategies, phone calls, home visits on '**Contact with Parent/Caregiver Regarding Student Absence**' (*Proforma M*) and include in student's file.
- Monitor lateness and early departure patterns.
- Analyse attendance data each term to identify students at risk. Write articles for the newsletter regarding the importance for regular attendance and being on time for school.
- Use delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods up to one calendar month.
- Set out all applications for temporary exemption exceeding one calendar month, and permanent exemptions on form ED175 and forward to the District Office.
- Meet with Regional Student Attendance Counsellor twice a term to:
 - Monitor school attendance processes and procedures
 - Develop/Review strategies to improve student attendance and lateness
 - Ensure that school is meeting their accountability requirements
 - Manage the Regional referral process.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle



North Ingle School

Unexplained Student Absence Follow up

Student's Name: was absent from school on

Date:

due to:

Illness Social/Family Reasons Other

Please return slip to classroom teacher so Roll Book information can be updated. Thank you

Signature: Parent/caregiver name:

Proforma A



North Ingle School

Attendance Follow Up Request

If you require assistance in finding out why a student has been absent for three or more days or is continually or significantly late, fill in this Proforma and place it in the Principal's pigeonhole.

Student's Name: _____ Number of Days Absent: _____ Number of Days Late this term: _____

Attendance Concern:

- Unexplained Student Absence Slip sent home
- Spoken to the parent in person
- Phone call made to parent/carer

Other concerns: _____

Teacher's Name:

Date: .../.../...

Proforma B



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Attendance Concern

Notification #1

To the parents of _____

Date / /

Class: _____

Dear Parents,

As part of our attendance Policy, I am writing to draw your attention to the continuing concern we have regarding your child's attendance. Your child has missed a significant amount of schooling through a concerning pattern of lateness or absence.

- Absences without reason provided.
- Many of the days absent have been provided with reasons (i.e. illness, family) however these represent an enormous amount of missed learning.
- Concerning pattern of lateness

By missing school, children become disadvantaged in the key areas of learning success; Getting Along, Emotional Resilience, Organisation, Confidence and Persistence. This may affect their ability to:

- Understand basic learning concepts, especially Literacy and Numeracy
- To make friends and feel included
- To engage in school and establish learning habits for the future
- To understand and follow routines
- To develop confidence and a positive self esteem

We remind you that here at school, the teaching staff and Leadership Team are more than willing to meet with you and discuss any concerns or issues that may be having a negative impact on your child's attendance. Together we can improve learning outcomes.

I have attached with this letter a copy of your child's attendance for the year.

Yours Sincerely,

Dina Zunis
Principal



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Attendance Concern Notification #2

To the parents of _____

Date / /

Class: _____

Dear Parents,

I am writing to you, following discussions with your child's class teacher, to express our shared concerns about the amount of schooling your child has missed this year. Your child has missed a significant amount of schooling through lateness or absence.

- Absences without reason provided.
- Many of the days absent have been provided with reasons (i.e. illness, family) however these represent an enormous amount of missed learning.
- Concerning pattern of lateness

Since our last contact your child has had another _____ days absent.

Total number of days absent this year: _____

The Department define students who are absent 5 or more days per school term as Habitual non-attenders. Those students who miss 10 or more days per term are defined as Chronic non-attenders.

Please telephone the school to arrange a time to talk so that we can support you in ensuring your child attends school regularly.

Looking forward to speaking with you soon,

Yours Sincerely,

Dina Zunis
Principal



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Attendance Concern Notification #3

To the parents of _____

Date / /

Class: _____

Dear Parents,

Since our previous contact we have noticed that your child has:

- Continued to be absent, without written reason.
Since our last contact your child has had another _____ days unexplained absent.
Total number of days absent this year: _____
- Continued to be absent, many of the days late/absent have been provided with reasons, illness, family, etc, however these represent an enormous amount of missed learning.
Since our last contact your child has had another _____ days absent.
Total number of days absent this year: _____
- Continued a concerning pattern of lateness

This has become an urgent matter, because of this I have arranged a time to meet with you:

Meeting time: _____

Please telephone the school if this appointment needs to be changed to a more convenient time. Otherwise, I look forward to meeting with you.

Failure to make contact with the school or your child's ongoing absence from school will result in a report to our DECD Student Attendance Counsellor.

Yours Sincerely,

Dina Zunis
Principal

**I HAVE BEEN TO THE OFFICE
AND HAVE SIGNED TO
COLLECT A
STUDENT**

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North Ingle School PROCEDURES FOR ADDRESSING STUDENT ATTENDANCE CONCERNS

Non attendance **unexplained** for 3 or more days
Habitual late arrivals
Pattern of absence is noticed

Class teacher to make personal contact with Parents / Caregivers using strategies such as:

- Phone call
- Send home '**Unexplained Student Absence**' slip
- Brief chat during pick up / drop off time

ALL STAFF INITIATED INTERVENTIONS MUST BE DOCUMENTED

All unexplained absences need to be followed up and changes recorded in Roll Books accordingly.

Student attendance monitored by class teacher and identified school personnel

Attendance doesn't improve

Teacher to refer student to Leadership via
Attendance Follow Up Request (Proforma B)

After discussions with staff, leadership to inform parent's of school's concern. This may include all of the following strategies:

- Phone call
- Letter (3 levels, final sent via registered mail)
- Parent requested to attend interview at school
- Students counselled about their attendance and the consequences it has on their learning
- Implement Attendance Improvement Plan
- Home visit

INTERVENTIONS TO BE DOCUMENTED on
Contact with Parent (Proforma H)

Attendance
Improves

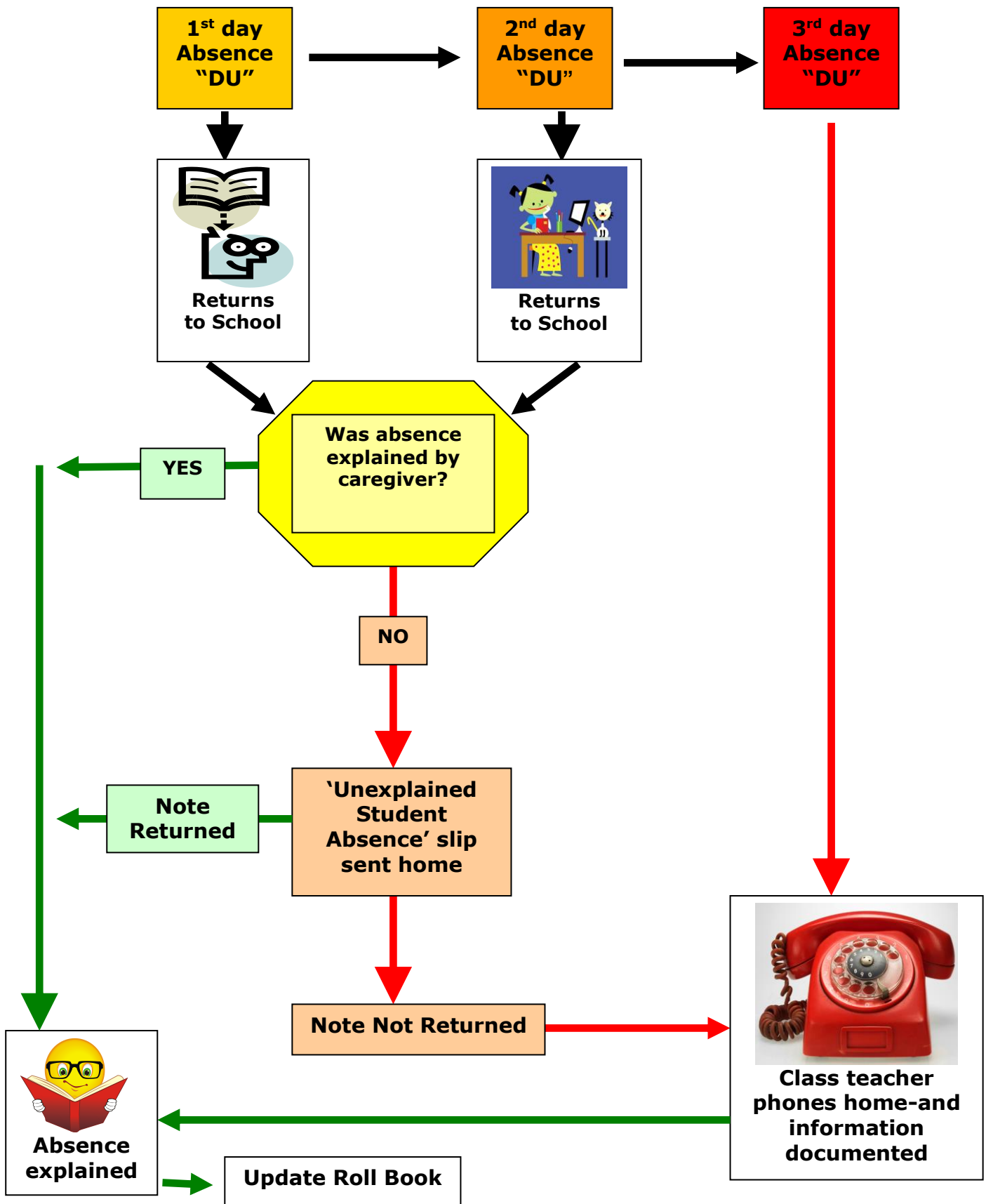
Responsible district personnel notified of school's concerns about student's lack of attendance.

Strategies might include:

- * Home visits,
- * Involvement of relevant support agencies
- * Possible commencement of legal proceedings



North Ingle School ADDRESSING STUDENT ABSENTEEISM





North Ingle School
STUDENT EARLY DEPARTURE REGISTER

<i>No.:</i>	<i>Date:</i>	<i>Time:</i>	<i>Student's Name:</i>	<i>Teacher:</i>	<i>Collected By:</i>	<i>Relationship:</i>	<i>Signature:</i>	<i>Reason:</i>



North Ingle School
STUDENT LATE ARRIVAL REGISTER

<i>No.:</i>	<i>Date:</i>	<i>Time:</i>	<i>Student's Name:</i>	<i>Teacher:</i>	<i>Signature:</i>	<i>Reason:</i>



North Ingle School
ABSENTEE ADVICE REGISTER

No.:	Date:	Time:	Student's Name:	Teacher:	Message Received By:	Contact Type:



North Ingle School

CONTACT WITH PARENT/CAREGIVERS REGARDING STUDENT ABSENCES

Student: _____ **Year Level:** _____ **Class Teacher:** _____

Date	Reason For Concern	Action Taken	Outcome of Action	Staff Member

Please record any attempts made successful or not to obtain explanation for any long term or regular absence. In particular for students who have been absent for 3 consecutive days without explanation, or those who have a poor attendance record.

Records such as this are required for district personnel investigating ongoing poor attendance.