



**North Ingle School**

# **Student Attendance**

**Information for families**

## **Facts About Attendance**

- Missing one day a week of school from reception to year 10 means missing two years and one term of schooling.  
Being half an hour late to school each day from reception to year 10 equals missing one year and one-and-a-half terms of schooling.
- Being absent five days a term from reception to year 10 adds up to more than one year of missed schooling.
- There is a direct correlation between attendance and achievement.
- Frequent absences make it difficult for teachers who have to continually re-teach information and skills.
- Patterns of attendance/absence are set up in the early years of schooling.
- Poor attendance makes it difficult for students to form positive relationship with their peers.
- Research shows that students who are often absent from school are more likely to end up homeless, are over represented in the Juvenile Justice System and likely to earn less than their peers as adults.

## **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.***

***There are legal implications for those parents who  
are unable to demonstrate they are meeting this  
responsibility.***

## **School Information**

- Lesson times are 8.45am-3pm.
- A teacher is on yard duty from 8.30am for students to begin arriving at school.
- End of day bell is 3pm. A yard duty teacher is outside until 3.20pm.
- Parents/caregivers must provide the school with an appropriate explanation for the student's absence by way of note, phone, or medical certificate.
- 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.
- School staff will contact you if regular absences occur or there are unexplained absences.

### **Late Arrivals/Early Pickups**

- Parents/caregivers are to report to the front office and sign the 'Early Departure Register' if taking the student from the school before the 3:00pm bell. After signing the 'Early Departure Register' the front office staff will issue the parent/caregiver with a 'I have been to the front office and have signed to collect a student' (**Orange Card**) which is given to the class teacher by the parent/caregiver collecting the student.
- Up until 9:00am 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 9:00am the parent/caregiver will need to sign the 'Late Arrival Register' at the front office. An 'I have been to the front office and have been signed in Late' (**Blue Card**) 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.

## Unexplained Absences

- The Department for Education and Child Development requires a reason for every student absence.
- In order for us to maintain accurate school attendance records we need to be notified by phone, in person or by a signed note about your child's absence from school.
- The school will follow up unexplained absences in accordance with North Ingle Schools Attendance Procedures.

## Short Family Holidays During School Term

- Parents/caregivers should complete an **'Application for Exemption from School'** form and forward to the Principal giving relevant details of the holiday's exemption forms are available from the front office. Parents will be notified in writing if the temporary exemption has not been approved.
- Parents should try to organise holidays within the school holiday period.

## Illness/Medical Appointments

- Wherever possible, dental and medical appointments should be made out of school hours.
- If your child has seen a medical practitioner, e.g. doctor or dentist, a note or appointment card from the practitioner will help explain the absence.
- A doctor's certificate may be required for absences of 3 days or more.

## Family Reasons

- Sometime there may be family reasons why a student is not able to attend school. However, an ongoing pattern of absences due to family reasons is concerning and may require a meeting being organised to discuss what supports can be put in place to minimise the student's time away from school.

## Frequently Asked Questions

### Must I send my child to school?

Yes: all children between the ages of 6 and 17 are required by law to attend school regularly.

Unless there are exceptional circumstances the minimum acceptable attendance rate for the school year is 93%. If your child is, on average, missing more than 3 days per term they will not be meeting the expected minimum attendance requirements.

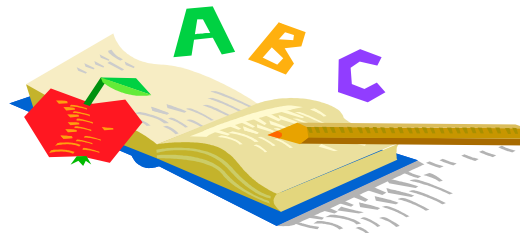
### What are acceptable reasons for school absences?

Acceptable Reasons	Unacceptable Reasons
Illness	Birthdays
Essential appointment	Visiting relatives
Injury	Out of school sports
Infectious disease	Helping parents at home
Bereavement	Weather (i.e. too hot)
Principal approved absence	Holidays (unless prior approval granted)

### Is regular attendance important?

Yes from the first day!

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

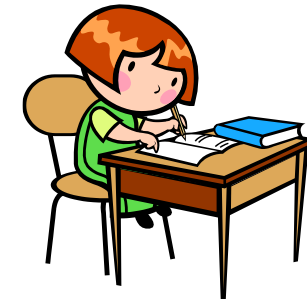


### Should I notify the school if my child refuses to go to school?

Yes: you should contact the Principal and seek assistance immediately.

### What kind of assistance is available?

There are many staff members who can assist you if attendance is an issue for your child. You can discuss your concerns with your child's class teacher or Principal. If the problem persists, Student Attendance Counsellors, based at the district offices, can provide additional support to school students and their parent/caregivers to maintain regular patterns of school attendance.



## School Contact Details

**North Ingle School and Preschool**  
**Principal: Ms Dina Zunis**

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