

## ATTENDANCE POLICY

### WHY?

North Adelaide Primary School is committed to the goal of all students gaining maximum benefits from participating fully in the schools learning and teaching program. Our students are expected to attend regularly, as well as arrive and leave on time so that maximum benefits from the curriculum can be gained. We believe that learning lost due to absenteeism or lateness can never be adequately replaced. Therefore, regular attendance and being on time are essential. The staff at North Adelaide wish to work with parents and students in partnership ensuring that students are present every day and on time.

Early recognition and discussion of problems and concerns is encouraged and vital on this issue.

### School Times

8.50 – 10.50am	Lessons
10.50 – 11.10am	Recess
11.10 – 12:40pm	Lessons
12:40 – 12.50pm	Supervised Lunch (eating)
12:50 – 1:20pm	Lunch Play
1:20 – 3.00pm	Lessons
3.00pm	School Ends

### Absences

Regulations state children must be enrolled at primary school before turning 6 years of age.

Once a child has begun school, they are expected to attend every day.

Acceptable reasons for absence include

- ❖ Sickness, doctor, dentist or specialist appointment
- ❖ Special or emergency family circumstances (eg. accident, birth, death)

\*Shopping, sleeping in, tiredness, peer pressure, a family day, caring for a sick family member are generally unaccepted reasons for a child to stay home, other than in exceptional circumstances.

### Parent Responsibilities –

#### **Absence**

If a child is to be absent parents must contact the school by phone, giving reasons for the absence, on the same day (preferably before school), and send a note to the class teacher on the child's return to school. It is the parents' responsibility to ensure the school has been notified of the reason for the child's absence, personally, by phone and/or in writing.

#### **Parents must always inform the school -**

- ❖ If they are taking their children on holidays during school time. It is legislation that parents must seek **exemption from school attendance** for their children for that period of time. This is done in writing to the Principal who can give exemption for periods of up to four weeks. For

longer periods of time exemption has to be sought from the Executive Director or Directors, Schools and Children's Services – the appropriate form is available from the school.

- ❖ If their child is away because of an infectious disease.
- ❖ If family arrangements change (eg. With whom the child will be residing or who will be collecting the child)

It is the parents' responsibility to collect the child before 3.20pm each day.

### Lateness

Our school day begins at 8.50am.

Children are expected to arrive at school by 8.45am. A student is deemed late if their arrival time is after 8.50am.

Staff are rostered on duty in the yard at 8.30am.

If children arrive prior to 8.30am direct supervision is not provided. Children who enter the school yard prior to this time are required to sit on the seats in the courtyard. Lateness is embarrassing for the offending students, disruptive for the class and wastes valuable time for both teachers and students.

Children who are late must collect a late slip from the school office before going to class.

## **Early Collection**

Collecting students prior to dismissal time – 3.00pm can also be disruptive and have similar consequences to lateness.

If a child needs to be collected early an authorisation note needs to firstly be completed and picked up at the school office. This authorisation note is then presented to the class teacher when the child is collected at the classroom.

It is preferable if the parent informs the teacher that this will be occurring in the morning of the day it will be happening.

## **Staff Responsibilities**

Teachers are required to record all absences, late arrivals and early dismissals.

Attendances are entered on student information records.

Teachers will communicate with parents requesting a reason for absence where none has been given.

## **Attendance Counsellor**

The Attendance Counsellor will support parents and teachers in restoring satisfactory attendance. Options range from home contacts to court action.

NORTH ADELAIDE  
1877



PRIMARY SCHOOL

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