

Attendance Policy

Our Vision

Angle Vale Primary School, with the school community, is committed to support all students to become successful learners, confident and creative individuals, and active and informed citizens.

Our Mission

Each student has the opportunity to work in a safe, supportive and challenging learning environment, engage in learning programs that include the following capabilities:

- Critical and creative thinking
- Ethical understanding
- Information and Communication Technology (ICT)
- Intercultural understanding
- Literacy
- Numeracy
- Personal and social capability

Our Aims

The Angle Vale Primary School's Attendance Policy provides a framework to ensure that:

- Students are learning and Educators are teaching.
- Staff and students work within a relational and restorative framework.
- Through explicit teaching and learning, we develop social responsibility and willingness to make amends, restore and strengthen relationships.
- Parents, students and staff work collaboratively to provide a consistent and just approach to development and management of student behaviour that takes into account the different needs of individual students.

Our Values

Confidence	Honesty	Respect
<ul style="list-style-type: none"> ● Be prepared to try new things ● Know your choices ● Be prepared to seek help ● Be a positive role model ● Use power positively ● Show persistence ● Show resilience when things are down ● Have the confidence to show generosity to others 	<ul style="list-style-type: none"> ● Tell the truth ● Have a strong work ethic ● Be honest about giving effort ● Be proud of your achievements ● Take responsibility for your own actions ● A fair go for all ● Encourage others ● Develop trust in relationships with others 	<ul style="list-style-type: none"> ● Treat self, others and property with care and respect ● Be cooperative and include others ● Respect that school is a place of learning ● Communicate respectfully and use a person's name ● Look after school belongings but leave valuables at home ● Move around the school calmly

GENERAL

- All children aged between 6 and 17 years of age must be enrolled in a school and be required to fully participate in the education program arranged and approved by the enrolling school. (Ed Act of SA Sect 5).
- Under the Education Act of South Australia, parents and guardians are legally responsible for regular attendance of all children in their care (ED Act of SA Part V1 Sect 74-81).

- Regular attendance and participation in schooling is an important factor in educational and life success. Students who are regular non-attenders are at risk of alienation from education that can lead to decreased options for future pathways.
- Under the Education Act of South Australia, parents and guardians are legally responsible for the regular attendance of all children in their care between the ages of 6 and 16 years. (Education Act of South Australia, part VI Section 74-81).
- The encouragement and maintenance of regular school attendance is also the responsibility of school and preschool staff who work closely with parents and guardians to maximise learning opportunities for children.

OUR BELIEFS

At Angle Vale Primary School we are committed to working with the School Community to provide high quality, relevant education and care for all students.

We believe that:

- To achieve their full potential students need to attend school regularly during the prescribed times (8:55am-3:15pm).
- Parent/Caregiver support in maintaining regular and punctual attendance is essential.
- Appropriate intervention in the case of poor attendance/punctuality is necessary to ensure that the student is not disadvantaged later in life.

RESPONSIBILITIES AND ACTIONS

Student Responsibilities

- Be organised for school
- Attend school regularly
- Be on time each day
- Always report to the office if arriving at school after 8:55am. Give the teacher a late slip from the office or note from home
- If absent from school give the teacher a note from home
- Engage appropriately in the education program
- Attend and actively participate in meetings to address attendance (including lateness) if this is an issue

Parents/Caregivers Responsibilities

- Upon enrolment, parents/caregivers are to provide information to the school that may assist in planning for the child's learning; for example, medical conditions, developmental milestones and family issues.
- Parents/caregivers are responsible in enabling their child to attend punctually (8:55am) and daily when instruction is offered unless the school receives a valid reason for being absent (e.g. illness).
- Parents/caregivers must provide the school with an explanation to the school whenever their child is absent via telephone, note or in person on the day of the absence and / or followed up on the student's return to school. Parents/caregivers are to provide a medical certificate where appropriate for extended absences.
- When a student is late for school, it is appropriate that the parent/caregiver explains the reason for lateness.
- Parents/ Caregivers must let the school know if an extended absence is likely or if the school needs to arrange work at home for students.
- For temporary exemption from school (e.g. family holiday overseas) parents/ caregivers must notify the principal prior to the absence and fill out form ED 175. Depending on the length of exemption, this form will be sent to the District Office.
- Work with the school on intervention strategies to improve attendance.
- Discuss with the principal any suspicions of neglect and/or abuse that may require a mandatory notification.

Teachers Responsibilities

- Record absences and reason for absences in class room roll book.
- Write the name of any student absent on the "green form" and send it to the front office by 9:15am. The green form will be returned to pigeon holes by recess time, with any updated information
- Record student lateness and keep a record of time of arrival in class roll book
- Follow-up unexplained absences and continually update roll books (using red pen) as information is received.
- Sign roll sheet for the week and return the whole roll sheet folder to the office on Friday after recess this allows time for amendments. Ensure the green form and any other relevant correspondence (e.g. parent notes) is stapled to the week's roll sheet.
- Any staff initiated interventions regarding lateness/absences must be documented using "Contact with Parents/Caregivers re Student Absences Contact Initiated by Staff proforma"
- Follow guidelines stated in the Angle Vale Primary School Attendance Plan.
- If unable to make contact with parent, complete the "attendance follow-up request proforma" and put it in the Wellbeing Senior Leader's pigeon hole.

Leadership/Attendance Reference Group Responsibility

- Train staff on the roles and responsibilities regarding student attendance, including the induction of new staff throughout the year.
- Provide teaching staff with Attendance Policy and proformas used for documenting attendance.
- Analyse attendance data 3 times a term to identify students at risk. The attendance report will be produced at Weeks 3, 6 & 9 of each term. Copies of each class report will be provided to classroom teachers for their own analysis of student attendance. Teachers are also required to follow-up any unexplained lateness/absences.
- Support class teachers as stated in the Angle Vale PS Attendance Plan.
- Write articles for the newsletter regarding the importance for regular attendance and being on time for school
- Meet with District Student Attendance Counsellor twice a term to:
 - o Monitor school attendance processes and procedures
 - o Develop/Review strategies to improve student attendance and lateness
 - o Ensure that school is meeting their accountability requirements
 - o Manage the District referral process

Principal Responsibility

- The principal has delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods up to one calendar month. Parents/caregivers should apply in writing and principals should advise approvals and non-approvals on school letterhead. Copies of such advices are to be retained in the school files, together with applications, and are to be made available to appropriate Department Officers as required.
- All applicants for temporary exemptions exceeding once calendar month, and for permanent exemptions, are to be set out on Form ED175 and forwarded to the District Office.

The policy is guided by the
DECD – Attendance Policy