



# Golden Grove Primary School

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Government  
of South Australia  
Department of Education  
and Children's Services

## ATTENDANCE POLICY

### GENERAL

In South Australia, all children aged between 6 and 17 years of age **must** be enrolled and attend school regularly (Ed Act of SA Sect 5). Under the Education Act of South Australia, parents and guardians are legally responsible for regular school attendance of all children in their care (Ed Act of SA Part VI Sect 74-81).

The responsibility for enforcing school attendance is with the Department of Education and Children Services (DECS). The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non - attendance. This in turn, is a major responsibility of the Principal and teachers of Golden Grove Primary School.

### VISION

Students are supported to be successful by being well organised to start the day on time and be at school each day that the school is open for instruction.

The school is expected to:

- Aim to achieve 100% attendance for all students.
- Follow up all absences.
- Counsel students and their families about the impact of attendance on achievement.

### RESPONSIBILITIES AND ACTIONS

#### Parent /Caregivers responsibilities

Parents / Caregivers are responsible for getting their children to and from school.

- Children should be at school at the beginning of the day by 8:50am.
- Children should attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg illness).
- Parents / Caregivers must provide the school with an appropriate explanation for the student's non-attendance via a telephone call on the day of the absence and / or followed up by a diary note 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 explain the reason for lateness.
- Parents/ Caregivers must let the school know if an extended absence is likely.
- For temporary exemption from school, (eg. Family holiday overseas) parents/ caregivers must notify the principal prior to the absence and fill out an exemption form. Depending on the length of exemption, this form may be sent to the Regional Office.

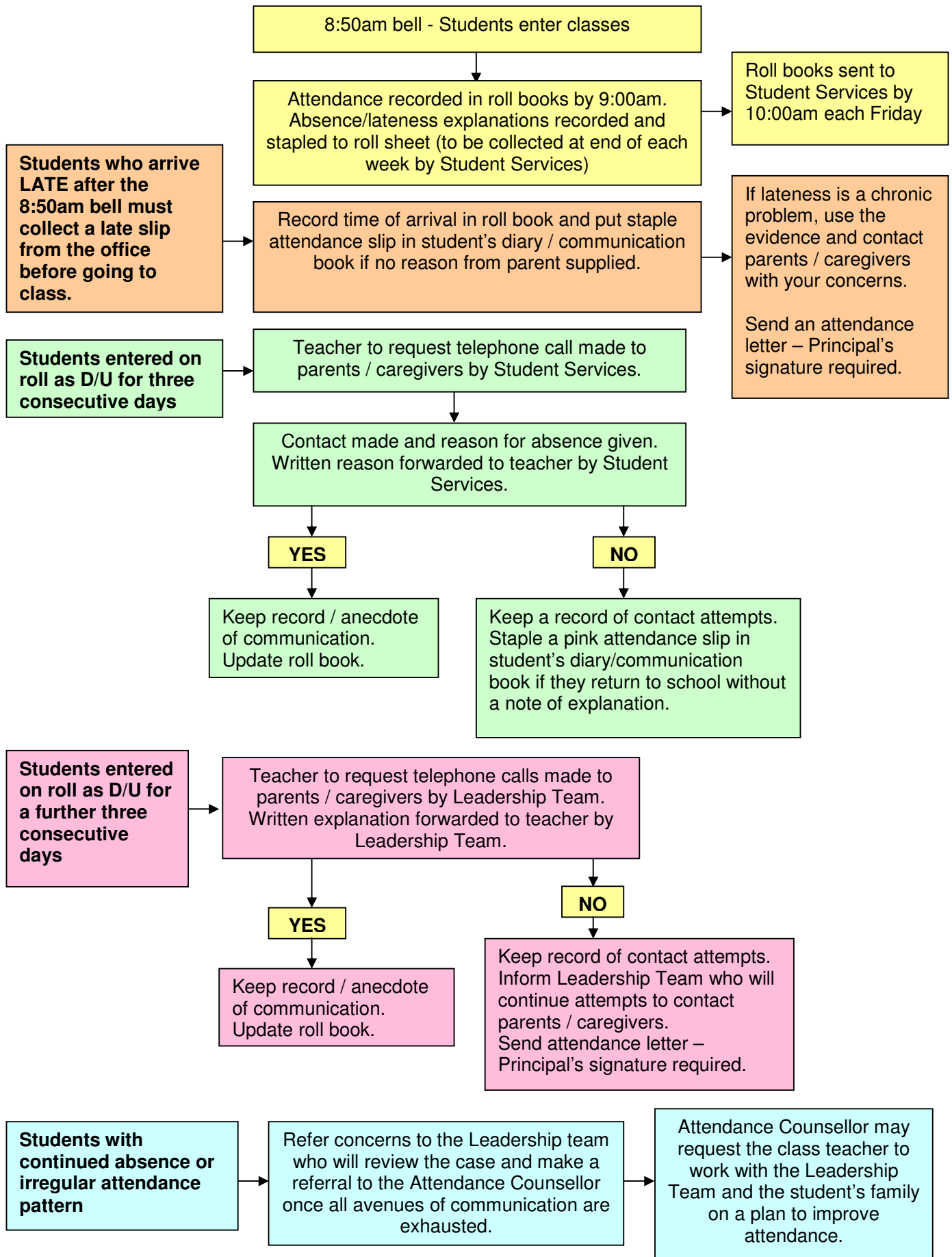
### **Teacher responsibilities**

- Record absences and reasons for absence in class roll book and send to Student Services by 10:00am each Friday.
- Request that all students arriving late report to the office for a late arrival slip.
- Record student absence, lateness and departure and keep a record of time of arrival/departure on class roll sheet.
- Follow up unexplained absences and continually update roll books as information is received.
- Keep all communication /anecdotal notes/ record of contact attempts for auditing purposes. These need to be stapled to the roll sheet and sent to Student Services each week for filing.
- Check roll sheet each week for accuracy of information and make changes if required. Sign the sheet at the bottom once checked.
- Sign the end of term summary when distributed and return to Student Services.
- Follow guidelines stated in the Golden Grove Primary School Attendance plan.

### **Principal's responsibility**

- Every 3 weeks, provide teachers with an EDSAS printout of unexplained lateness/absences for follow up.
- Support class teachers as stated in the Golden Grove Primary School Attendance plan.
- 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 also 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 one calendar month, and for permanent exemptions, are to be set out on Form ED175 and forwarded to the Regional Office.

# GOLDEN GROVE PRIMARY SCHOOL ATTENDANCE PLAN



REVIEW

Each teacher will monitor the attendance records for their students.

Discuss issues of concern with Leadership Team and parents.

Leadership Team to monitor the attendance records of students of concern and take appropriate action

**Ratified by Staff on 27<sup>th</sup> July 2010**

**Ratified by Governing Council on**

**Principal: Wendy Moore**

**Governing Council Chair: Craig Ford**

**Review Date 27<sup>th</sup> July 2012**