



POLICY – ATTENDANCE

AIM

Jervois Primary School's aim is to achieve quality education outcomes for all students. The Jervois Primary School Attendance Policy is based on the principle that students between the age of 6 and 16 years are required by law to attend school on a regular basis.

RATIONALE

Regular attendance supports continued learning and encourages responsibility, social skills, friendships and equality of opportunity. If children do not regularly attend school, they cannot gain maximum benefit from schooling.

We promote regular attendance through:

- Ongoing student engagement programs and activities
- Provision of a positive and supportive learning environment
- Positive parent communication

The Department for Education (DfE) website lists reasons when it's acceptable for your child to be absent. These include:

- sickness
- infectious or contagious diseases or illness
- dentist or doctor appointments which are unable to be made out of school time
- events of cultural significance—these could include births, deaths and related ceremonies
- other events approved by the school governing council
- any other unavoidable and sufficient cause

If you have difficulty with your child, including refusal to attend school, you should immediately contact us to seek help.

RESPONSIBILITIES

PARENTS

- Parents/Caregivers are required to inform the school as soon as possible of student absences. This can be via phone call, note or through the School Stream App (please **DO NOT** use the school Facebook page or SEESAW to report absences)
- If a student is absent due to sickness for 3 or more days, DfE policy requires a Doctor's certificate be provided to the school
- An 'Application for Exemption' form must be completed for family leave of more than three days or permanent exemptions

RESPONSIBILITIES Continued...

SCHOOL

- Send home absentee notes to be completed if we have not received absent information
- Teachers with queries or concerns regarding absenteeism will contact parents/caregivers
- Teachers will consult with the Principal regarding attendance concerns
- Continual unexplained lateness or absenteeism will be followed up by the Principal or delegate
- The DfE Regional Student Attendance Counsellor will be contacted for:
 - a student who registers 10% of unexplained absences in a term
 - continual or long term absences
 - refusal to attend school

ANY NON ATTENDANCE

Any day absent

Written, verbal or phone explanation is provided by the parent/caregiver explaining reason for nonattendance. Where **no explanation is provided**, an 'explanation note' is sent home to seek reason for absence

MINOR NON ATTENDANCE

3 unexplained consecutive days absent or 5 days in 3 weeks of unexplained absences

'Minor Non-attendance Note' sent home to remind family of the importance of attending school

CHRONIC NON ATTENDANCE

10 days absent in a term or pattern of absences over a 3 week period

Chronic Non-attendance meeting held with parent/caregiver, teacher/principal & ACEO if required, with an 'Attendance Plan' & future meeting time agreed upon. Parents who fail to ensure the attendance of their children of compulsory age may be prosecuted and/or liable for a penalty fine

REGIONAL STUDENT ATTENDANCE COUNSELLOR

Attendance Referral submitted for ongoing poor attendance

Information of non-attendance/poor attendance collated and referred to Regional Student Attendance Counsellor for further action

**DfE attendance target for all students is
95%**