



**MOUNT COMPASS
AREA SCHOOL**

ATTENDANCE POLICY (Review 2020)



**Government
of South Australia**
Department for Education

Belief Statement

At Mount Compass Area School, we believe student's attendance is an essential part of fulfilling the requirements of our educational program. Regular attendance enables students to access a full education in order to reach their full potential. School staff are expected to set an example for the students, encouraging and emphasising attendance and punctuality.

Rationale

Parents have a legal responsibility to ensure their child / children attend school between the ages of six and seventeen, irrespective of distance from the school or whether the child has a disability or not. These students are required to be enrolled at a registered government or non-government school and must attend the school on every day instruction is provided at the school for the child unless the Minister has granted an exemption from school attendance.

(The Education Act 1972 outlines the appropriate Regulations).

Students over the age of compulsion i.e. seventeen attend school to access the curriculum and support that will help them prepare for their future pathways to further education, training and employment.

The responsibility for enforcing school attendance is with the Department for Education and therefore has the legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

Process

Parent Responsibilities

- Parents / Carers are responsible for getting their child / children to and from school.
- Students to arrive at school between 8.30am and 8.45am (not before 8.30am).
- Parents / carers must provide the school with an appropriate explanation for student's non-attendance. This could comprise a letter / diary note or phone call from parent / carer, medical certificate for illness after 3 days, or verbal communication to class teacher or office by parent / carer. This could comprise a letter / diary note or phone call from parent / carer, medical certificate for illness after 3 days, or verbal communication to Home Group teacher or office by parent / carer.
- If an extended absence is likely, parents / carers must notify the school so an exemption application form can be completed. Once completed it takes two weeks to be approved.
 - Full Time Employment - Students of compulsory school age (under 16 years of age) and compulsory education age (16 to 17 years of age) require an exemption to undertake employment with supporting documentation from employer
 - All Permanent Exemptions (Full Time Employment, TAFE / Other Course, Traineeship, Apprenticeship) regardless of duration require an exemption form
 - Overseas Exchange
 - Family Travel / Holiday
 - Elite Sports
 - Ongoing Medical Condition

- For students undertaking SACE a medical certificate must be provided if assessment deadlines will be missed.
- All students leaving during the day must show a diary note to their teacher and meet their parent / carer in the front office. Parents / carers are not to collect a student directly from a classroom.

Student Responsibilities

- Attend school every day for which the school is open for instruction unless ill
- Attend each of their scheduled lessons when at school
- Make up any work missed due to absence i.e. being proactive in following up with teachers and negotiating a completion date
- When arriving after 8.45am or leaving before the end of the school day, report to the office to be 'signed in/out'
- Sign out through the Front Office if leaving school at any time during the day, after showing diary note to teacher.
- Comply with consequences set as a result of any truancy from lessons or school
- Responsibility to remain on school grounds unless legitimate signing out procedure is used
- If feeling unwell to contact staff and not contact parent via mobile phones (as per electronic communication policy)
- Students are not to contact parents from mobile phones requesting to be picked up-must always report to office after approval given by teacher