



**MOUNT COMPASS
AREA SCHOOL**

ATTENDANCE POLICY

(Interim policy prior to review 2020)



**Government
of South Australia**
Department for Education

Legal Requirements and Rationale

(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.
- 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'

Home Group Teacher / Teacher Responsibilities

We all have a Duty of Care commitment regarding consistent student attendance at Mount Compass Area School. In ensuring that we meet this commitment, and in-line with Department for Education regulations, the following requirements are an expectation of all staff.

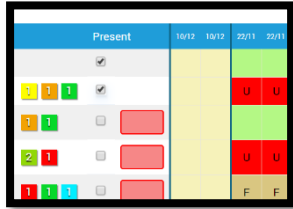
- Class roll logs on Daymap are a legal document and are to be maintained with due diligence and completed by the Home Group teacher only, and in accordance with Daymap requirements
- Where a student is absent from school the Home Group teacher is responsible to ensure that, on return to school there is a reason provided for this absence
- Where a student is absent for three consecutive days and/or a pattern of non-attendance is occurring it is the responsibility of the Home Group teacher to:
 - Contact the family regarding this absence via a phone call
 - On the occasion of failed contact notify the Wellbeing Leader and Sub-school Coordinator
 - Should Home Group teacher feel that any student absences are suspicious it is their responsibility to contact home, use the schools *Attendance Letter* and convey thoughts to the Sub-school Coordinator
- All class teachers have a responsibility to ensure students are accounted for. Should students be missing from a class, this needs to be followed through immediately and if they are not marked absent for that day, communicate this student absence directly to the front office

Leadership Responsibilities

- Where Home Group teacher contact is unsuccessful/inadequate explanation, and this is referred on, contact will be made by the Wellbeing Leader and or Sub-school Coordinator
- Student Wellbeing Leader authorises referral to the Regional Attendance and Engagement Officer if attendance issues are not resolved.
- All applicants for temporary exemptions exceeding one month, and for permanent exemptions, are to be set out on form ED175.



Attendance Flow Chart



Students sign in at front office after 8:45.
Rolls marked before 9:30.

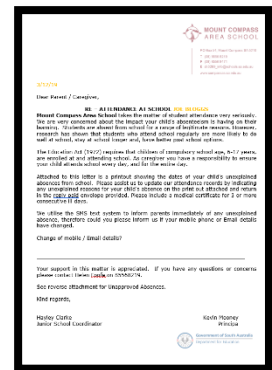
Students' names to be read and checked as 'present'.



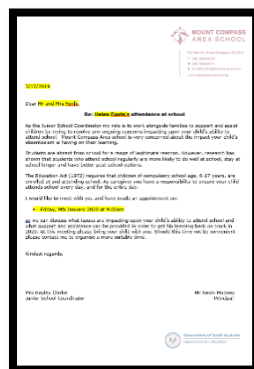
SMS sent to parents before 9:45am.



3 days consecutive Unapproved Absence and/or
pattern of non-attendance; Home Group teacher to
make phone call home and make a note on Daymap.
'I've noticed that...., I wonder if....., can we help?'



No contact and/or 5 days unapproved.
Home Group Teacher to notify Marilyn
who will send correspondence home on
behalf of Home Group Teacher.
Home Group teacher to make a note on
Daymap and notify sub-school
coordinator.



10 days unapproved.

Letter sent by sub-school
coordinator to arrange meeting.



Referral to Wellbeing Leader.
Home Visit may occur.
Steps to engage DECD
Truancy Officer ROC/RAS.