



Government
of South Australia

Department for Education

Gumeracha Primary School

~ Peramangk Country ~

Albert St, Gumeracha SA 5233

Tel: 8389 1183 Fax: 8389 1319

<http://www.gumerachr7.sa.edu.au>

ABN: 20 009 493 827



ATTENDANCE POLICY

In South Australia it is a legal requirement that students between the ages of 6 to 17 years attend school each school day.

Attendance is:

- Being at school, unless there is an acceptable reason
- Being at school on time
- Being at school until the dismissal time

Good attendance is paramount to children achieving success in their learning and the development of positive relationships.

At Gumeracha Primary School we believe attendance is important because:

- It ensures continuity of education and learning
- It enables the development and maintenance of positive interpersonal relationships
- It develops good work habits and a sense of responsibility

RESPONSIBILITIES

Teachers will encourage maximum attendance by:

- Providing a safe, secure and stimulating learning environment
- Developing programmes to meet the learning needs of individual students
- Fostering positive, open communication with home
- Providing a learning environment that encourages full participation by being relevant, enjoyable and valuing successes
- Gaining insight into the 'whole child' and or 'barriers' to attendance
- Inducting new children and families into the school culture and procedures

Monitor student attendance by:

- Keeping accurate class roll books in line with DECD guidelines
- Following up reasons for absences by note from parents
- Recording late arrivals/early leaving to determine patterns and work with parents to develop intervention programmes

Follow up non-attendance by:

- Seeking reasons for non-attendance/lateness through the stages of:
 - Informal parent contact
 - School proforma
 - Personal contact
- Initiating action regarding non-attendance by notifying the Principal for further action for continual (3days) or regular patterns of non-attendance

Parents will:

- Contact the school re every non-attendance including
 - Early leaving
 - Late arrival
 - Dental appointments etc
- Foster positive, open communication with the school
- Reinforce the importance of attendance and the value of learning
- Inform the class teacher/relevant staff of any 'barriers' to attendance

Students will:

- Respect the rights of others to attend in a safe, secure learning environment
- Be honest, open in communication between home and school, eg ensuring that notes are delivered
- Attend school every day unless they have a valid reason
- Make an effort to be punctual to all lessons
- Inform the class teacher/relevant staff of any 'barriers' to attendance
- Participate in programmes designed to improve their own attendance
- Participate in all areas of schooling

Support Staff – Principal will:

- Follow up patterns of non-attendance and keep class teachers informed
- Review attendance at the end of each term and follow up with families where necessary
- Liaise with other relevant support agencies eg. FAMILIES SA, Police, Attendance Officers
- Inform parents, staff and students of their responsibilities through newsletter, phone calls, Information Booklet, personal contact
- Implement Truancy Legislation procedures when appropriate

SSOs will:

- Enter attendance records including any reasons
- Notify teachers of phone messages concerning attendance
- Liaise between school and families
- Encourage student's regular attendance through a variety of strategies (eg emergency lunches, informal chats)