

## DID YOU KNOW?

Missing one day of school a week from reception to year 10 adds up to missing 2 years and 1 term of school

There is a direct correlation between attendance and achievement

Being absent 5 days per term from reception until year 10 adds up to more than one year of missed schooling

Poor attendance makes it difficult for students to form positive relationships with their peers

Being half an hour late to school each day from reception to year 10 equals missing 1 year and 1/2 a term of school

Attendance and punctuality patterns continue into secondary school and work

School provides an environment for play activities that help improve social/emotional, physical and cognitive development

Attendance data is collected and monitored at various levels across the Department for Education and Child Development



## Attendance Information



### CONTACT INFORMATION

Principal	Donna Beaney
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**Government of South Australia**

Department for Education and  
Child Development

# Rational

Under the Education Act of South Australia, parents and guardians are legally responsible for ensuring the regular school attendance of their children between the ages of 6 and 17 years. If a child enrolls at 5 years, they are also required to attend.

## Parent's responsibilities

**School hours are 8:50am – 3:10pm**

Children must attend school on time everyday. Unless:-

- The child is sick, has an infectious illness or an injury that inhibits movement around the school (a doctors certificate may be required)
- A child is accompanying their parents/ caregivers on a holiday that can not be arranged during school holidays. This needs to be pre-arranged with the Principal so the child can be legally exempt during the time of absence
- The Principal is provided with a genuine and acceptable reason (culturally significant events)
- If your child refuses to attend school, you should contact the school immediately.

- If your child is absent, send a note or telephone the school to inform them of your child's absence.
- Ensure the school has your up to date contact details.
- Where possible dental and medical appointment should be made outside of school hours
- Must discuss with the school if your child will be away from school for longer than 5 days e.g. holidays or for medical reasons, and sign an exemption form to cover for the reason

## Attendance follow-up

### Processes

#### If a student is absent for 1 day

Parent must notify school by phone or in person or send a note the next school day. The school's attendance data record system will automatically send parents/caregivers a text message if they are not present for the morning roll call. Class teachers will follow up unexplained absences within 3 days.

#### If a student is absent for 3 consecutive days

If the class teacher's attempts to contact parents/ caregivers has been unsuccessful, teacher to notify school leadership.

**Class teacher** to keep record of all students attendance and absence. All correspondence of absences i.e. notes from parents to be kept according to school policy. Roll books are legal documents that need to be signed off by teachers.

**School Leadership staff** Coordinate and document all interventions, strategies, home visits and phone calls. Liaise with appropriate Support Services (internal and external) to determine best intervention for the family. Leadership may refer to the Student Attendance Counsellor or Aboriginal Inclusion officer if deemed appropriate.

**Front office staff** monitor and record into Academy database all student attendance, absences and reasons for as well as late arrivals or early departures.

**Support Services** may contact you to improve your child's attendance.