



Government
of South Australia

Department of Education
and Children's Services

Woomera Area School



PO Box 193 Dewrang Avenue, Woomera SA 5720

Phone: (08) 8673 7287 Fax: (08) 8673 7005

email: dl.0746_admin@woomera.sa.edu.au

Attendance Policy

Policy Number: WAS—2017a001

Policy Reviewed: Attendance Policy

Ratified (Date) - 1/08/2017

In SA it is compulsory for children between the ages of six and sixteen to attend school everyday it is open for instruction unless lawfully excused.

Under the United Nations' Declaration of the Rights of the Child every child has the right to an education which is both compulsory and free.

Our school provides a safe, success orientated and caring environment and encourages regular attendance. School staff set an example for students; encouraging and emphasising attendance and punctuality, while maintaining a harassment free and positive school climate.

The following policy outlines the responsibilities of the School Community. Students, parents, school and DECD personnel should have a clear understanding of their responsibilities in relation to attendance issues.

Roles & Responsibilities:

Attendance at school is everybody's business. Educators, students parents and community members all have a role to play in ensuring our children have access to a full and equitable education.

The School:

Our Principal -

- shall ensure all necessary records are kept in accordance with DECD requirements—ensure EDSAS roll is maintained accurately and as required
- has delegated authority from the Minister to approve school exemptions in special circumstances. Each application is treated separately and on its own merits. Applications must address the criteria for exemptions
- will submit all exemption requests on Form ED175 to Student Attendance Officer
- will support staff in following up student attendance issues, as per the 'Attendance Policy Procedures'
- Will ensure that staff are maintaining appropriate documentation

Our Teachers -

- will monitor each child's attendance
- record absences and reasons for absence as per 'Attendance Policy Procedures'
- promptly send information to front office for data entry
- contact home on third day of unexplained absence



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(staff continued)

- will also contact home re issues of continued lateness
- will contact home for any unexplained absence from particular lessons on days when they have been present at school
- Keep accurate record logs of any contact with parents re attendance or punctuality concerns
- Enter attendance information in reports
- Inform the Principal of any attendance concerns

Our School Support Officers (SSOs) will:

- monitor daily student rolls
- enter all attendance records in to EDSAS as directed
- Provide attendance data to teachers for report-writing in a timely manner
- Keep Principal informed of any attendance issues

The Home:

Parent Responsibilities—

- Include getting their children to and from school
- Children should arrive at school and be ready for Care Group which commences at 8.40am
- Children must attend school everyday that we offer instruction unless there is a valid reason for absence
- Parent/caregivers must provide an explanation for every absence. This can be via phone or letter and should clearly outline the date, student name and reason for absence.
- Absences for longer periods than three school days should always be in writing and usually include a medical certificate
- Lateness should also be suitably explained, either by phone or in writing
- Parents / Caregivers should inform the school if any prolonged absence is likely, or if the teacher is required to arrange work for the student to complete at home.



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Attendance Policy—Procedures

Student

Absence

Explained	Unexplained		
Entered in EDSAS with appropriate code	Reminder for explanation		
	On third day HG teacher contacts parent—documented		(At least three tries using phone)
Explained		Not Explained	
Entered in EDSAS with appropriate code		Absence letter requested—blue-slip sent with roll	(Principal will ask for appropriate documentation at this point)
		Letter sent by Principal	
	No response U16—referred to Attendance Officer		No response Post-Comp - Initiation of Cessation of Enrolment for unexplained absence totalling 10 days or more.



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(Attendance Policy—Procedures continued)

- Explained Absence - appropriate code is entered into Care Group Roll by teacher.
- Unexplained Absence: - On third day Care Group Teacher contacts parents and documents the details of genuine attempts to make the call / contact. (Try at least three times on third day, leaving requests to call school re absence) - try again fourth and fifth days.
- If still unexplained, fill in blue-slip with roll requesting 'Letter to be Sent Home' - this will be actioned by the Principal. The letter may suggest any of several possible solutions including Family Conference, involvement of student counsellor, referral to Attendance Officer, or other agency support.
- Following ten days of unexplained absence notify Attendance Officer.
- SSO to enter details of absence in to 'student anecdotal comments' section of absences on EDSAS.
- Date - Comment Code - ATT (Attendance) - Staff ID - Care Group Teacher- Comment - Absentee Letter sent home (date), reply required by (date).

1. It is the Care Group Teacher's role to follow-up attendance / absence issues.
2. Care Group Rolls are legal documents and MUST be completed accurately and regularly (daily) and returned to Front Office before 9am—it is ok to use a 'student runner'.
3. 'Yellow Slips' are used to notify teacher about absence explanations.
3. All details will be entered into EDSAS by the appointed SSO.
4. All late arrivals should be signed in at Front Office and recorded using the appropriate Late Code
5. School start time is 8.40am and students should be here ready to start by then. School can be accessed by students from 8.20am
6. Students will be targeted as 'At Risk' if unexplained absences occur on three or more occasions and appropriate authorities notified.

Parent Information Brochure re attendance and absence is sent home at the start of each year.