

# Jamestown Community School

## STUDENT ATTENDANCE POLICY & PROCEDURE

*To be revised 2019*

### POLICY

- In South Australia it is compulsory for children between the ages of six and sixteen to attend school [Education Department Regulation Part 4 Div 1 No. 155]
- A daily record of attendance is kept by the home group teacher and recorded officially by front office staff
- A list of absences will be published daily and displayed on the Daily Routine Board.

### PROCEDURE

#### Daily absence

A long-term student absence from school requires prior consultation with the Principal:

- An extended absence (up to 12 months) may be granted by the Principal. ED175 forms are available from the front office.

Short-term absences may occur for a variety of reasons and as a result different procedural arrangements apply:

- An absence due to illness, family or associated factors requires a signed note from the parent/caregiver citing the reason for the absence. For absences of more than 2 days for illness it is recommended the student sees a GP for a sickness certificate.
- **An absence of three consecutive days without notification will result in the teacher making contact (phone) with the parent/caregiver on the third day. However, we reserve the right to contact prior to this time if we have concerns regarding student attendance.**
- **If no verbal contact can be made a letter will be generated by front office staff at the instigation of the home group teacher.**
- Prolonged absences by students, where the school has made every effort to communicate with parent/caregivers, will be referred to the DECD Attendance Officer.
- An absence to complete business in the street or a request to depart early is a common request in our community and may be achieved by;
  - A student presenting the front office staff with a signed request note which is countersigned by the home group teacher stating the reason for the request, time of departure and approximate time of return.
  - The student collecting a pass from the front office citing the time of departure from school. (This is logged at the office). Students returning prior to the end of the school day must sign back in at the front office.
- If a student's departure is unplanned, personal contact by the parent/caregiver with the staff at the front office is required
- Students needing to leave the grounds without parent/caregiver permission (ie return home for school requirements) will be referred to the Sub School Coordinator or Senior Leadership to gain verbal permission.
- Students arriving late to school must do so via the front office and receive a late pass to be forwarded to the home group teacher.
- Senior students leaving the school for curriculum related activities,(ie Lesson Activity, Work Placement) must be signed out at the front desk by the supervising teacher. At Jamestown Community School students must have verbal or written permission from a parent to transport themselves to school curriculum related events/activities.
- Students will not travel in each other's vehicles unless, permission is provided by both sets of parents/caregivers and that authorisation logged with the school.
- **Roll book checks** for unexplained absences will be instigated in weeks 3, 6 and 9. **These are a compulsory check and are to be returned to the front office staff no later than the Friday of each following week.**
- Administration staff will conduct a 5 weekly check in addition to the normal checks. A half yearly report will also highlight any concerns using data from Student Data Warehouse.

#### Lesson absence

- Student attendance at all lessons is to be monitored by the instructing teacher
- In the event of a student not attending a lesson the teacher is required to undertake a quick check with other students, near lockers, etc and then immediately contact the Sub School Coordinator or the front office staff
- Staff are not encouraged to leave their immediate class to search for a missing student
- All students are expected to arrive at school at the designated starting time (8.50am) and be on site for the duration of the day, unless otherwise negotiated within the expected guidelines.

#### Last reviewed in 2017.

This policy is on a 2 year review schedule.