

The DECD Attendance Strategy 2017-2020 states

“Consistent school attendance is fundamental to ensuring, from the early years, that children gain a strong foundation for subsequent learning. In addition to the protective factors provided by enrolment and attendance, research indicates that students who attend school regularly achieve at higher levels than students who do not have regular attendance patterns.” (October 2017)

At Lucindale Area School we believe schools should provide a safe, success orientated and caring environment. We believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling. Regular attendance enables children to access a full education, enabling them to reach their full potential.

## General

Children are required to attend school from when they turn 6 until they turn 16 (Section 76 of the Education Act 1972). Children aged 16 must participate full-time in an approved learning program (Education (Compulsory Education Age) Amendment Act 2007).

The primary responsibility for meeting these legal requirements rests with the parent/guardian. The responsibility for enforcing school attendance is with the Department of Education and Child Development (DECD). **The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.**

## Responsibilities

### Parent’s responsibilities

- Parents/caregivers are responsible for getting their children to and from school.
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg illness).
- Parents/caregivers must provide the school with an appropriate explanation for the student’s non-attendance. Usually this comprises a letter, telephone call, message from a parent/caregiver or a medical certificate.
- When a student is late for school, it is appropriate that the parent/caregiver explains the reason for lateness through the sign in process at the Front Office.
- Parents/caregivers must let the school know if an extended absence is likely and apply for the appropriate exemption in writing.

### Teacher’s responsibilities

- Monitor each child’s attendance patterns.
- Record absence and reason for absence in attendance folder and send to Front Office by 9.00am daily.
- Contact home after 2 consecutive days of absence, record reasons and expected return date.
- Discuss attendance concerns with line manager or leadership member.
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.
- Check and sign absence data at the end of each term.

### Leadership team’s responsibilities

- Ensure procedures are in place so that the EDSAS roll is accurately completed.
- Document interventions, strategies, home visits, phone calls for non-attenders.
- Make referrals to an Attendance Officer if attendance issues are not resolved.
- Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one calendar month. Parents/caregivers need to apply in writing.
- Off-site Learning is monitored and communication maintained with provider regarding attendance which is followed up by leadership staff.