

<b>POLICY</b>	 <b>SPW</b> EARLY LEARNING AND PRIMARY EDUCATION
Title: <b>Attendance</b>	
Authorised by: <b>Principal</b>	<b>Page Number: 1 of 7</b>
No.: <b>PRIN-09</b>	
Issue Date: <b>April 2014 (as Electronic Roll)</b>	
Last Reviewed: <b>October 2017</b>	
Next Review Date: <b>November 2019</b>	

# Attendance Policy

<b>POLICY</b>	
Title: <b>Attendance</b>	
Authorised by: <b>Principal</b> No.: <b>PRIN-09</b> Issue Date: <b>April 2014 (as Electronic Roll Policy)</b> Last Reviewed: <b>October 2017</b> Next Review Date: <b>November 2017</b>	<b>Page Number: 2 of 7</b>

## Contents

1	Introduction .....	3
2	Definitions (if required).....	3
3	Scope .....	3
4	Objectives .....	3
5	The School Day .....	3
6	Roles and Responsibilities.....	3
7	Communication and Training.....	4
8	Government Reporting & Compliance.....	4
9	Delegations .....	5
10	Exemptions .....	6
	10.1 Temporary Exemptions .....	6
	10.2 Permanent Exemptions .....	6
11	Monitoring and Review .....	6
12	Breaches of this Policy .....	6
13	Further Information .....	6

<b>POLICY</b>	
Title: <b>Attendance</b>	
Authorised by: <b>Principal</b> No.: <b>PRIN-09</b> Issue Date: <b>April 2014 (as Electronic Roll Policy)</b> Last Reviewed: <b>October 2017</b> Next Review Date: <b>November 2017</b>	<b>Page Number: 3 of 7</b>

## 1 INTRODUCTION

---

Schools are required under the Education Act 1973 (SA) and the Education (Compulsory Education Age) Amendment Act 2007 to ensure that students enrolled are attending school or participating in an approved learning program and to maintain the appropriate attendance registers.

Children of compulsory school age residing in South Australia are required to be in full-time attendance at a government or non-government school unless exempted by the Minister.

*This policy is supported by complementary procedures and additional guidelines which are located on the SPW network.*

## 2 DEFINITIONS (IF REQUIRED)

---

Compulsory school age:                      six years and up to the age of sixteen years

## 3 SCOPE

---

This policy applies to SPW staff, students, and parents/caregivers.

## 4 OBJECTIVES

---

To encourage all students and families to attend school regularly and on time, in order to maximise engagement and learning.

To provide guidance for staff, students and Parents/caregivers on the expectations at SPW and the processes to be followed.

To meet legislative requirements.

To maintain records of attendance at school, including late arrivals, early departures, explained and unexplained absences, approved leave.

To investigate occasions of unexplained absence, and occasions of repeated or regular absenteeism.

## 5 THE SCHOOL DAY

---

The school day at SPW runs for 8.30am-3.15pm. students arriving late or leaving early are to register at Front Office in order to keep accurate records and to ensure student safety.

More details on supervision of children outside these hours, and routines for students, staff, and parents/caregivers regarding absences are provided in other documents (see later in this document)

## 6 ROLES AND RESPONSIBILITIES

---

**All employees:** All staff are responsible for the safety of children at SPW, and proper recording of attendance forms part of this philosophy.

<b>POLICY</b>	
Title: <b>Attendance</b>	
Authorised by: <b>Principal</b> No.: <b>PRIN-09</b> Issue Date: <b>April 2014 (as Electronic Roll Policy)</b> Last Reviewed: <b>October 2017</b> Next Review Date: <b>November 2017</b>	<b>Page Number: 4 of 7</b>

**Principal:** The Principal is ultimately responsible for the management of attendance policy and government reporting. The Principal promotes compliance with this policy, delegates responsibility for the operational planning and running of attendance and absentee management to an Executive Leadership Team member in the organisation, and ensures the School's attendance program is adequately resourced. The Principal ensures parents/caregivers are advised of the importance of attendance at school, and the processes for advising of absences. The Principal is delegated responsibility by the Minister to approve leave in certain circumstances (See Delegations)

**Executive Leadership Team:** Executive Leadership Team (ELT) members are responsible for the visible support of, and adherence to, this policy by promoting a culture of attendance at school by students, and the importance of record-keeping and adherence to attendance procedures by staff.

The Executive Leadership Team are also responsible for ensuring staff, including contract staff, are aware of, and are supported to follow, the attendance practices of the school.

**Front Office Staff:** Front Office staff are responsible for collating daily attendance records and following up on unexplained absences. Front Office staff create a daily absentee report and distribute this to all staff. Front Office staff manage late arrivals and early departures of students, and enter this information in the attendance system.

**Teaching staff:** Class teachers, including relief staff, are responsible for taking daily attendance records and submitting them in accordance with procedures. Class teachers are responsible for forwarding any notes or requests regarding attendance to the Front Office staff. Class teachers are responsible for understanding when parents/caregivers are to be referred to the Principal for extended leave applications. Class teachers are responsible for educating and encouraging students and parents/caregivers to follow correct protocols when arriving late, leaving early, or notifying of an absence.

**Students:** Students are responsible for reporting to their classrooms by 8.30am each day, or to Front Office before going to their classroom if they arrive at school after 8.30am. Students are responsible for ensuring they sign out at Front Office should they leave school prior to 3.15pm, and then only in the presence of a parent/caregiver.

**Parents/Caregivers:** Parents/caregivers are responsible for ensuring their child arrives at school in time to begin their school day at 8.30am each day. In the event a child arrives at school after this time, parents/caregivers are responsible for ensuring the child signs in at Front Office prior to going to their classroom. Parents/caregivers are responsible for collecting or otherwise making appropriate arrangements for their child to depart the SPW grounds by 3.45pm daily, or at a later time as determined by a school activity they are participating in. Should the child need to leave school prior to 3.15pm, parents/caregivers are responsible for signing the child out at Front Office before proceeding to the classroom to collect the child.

Parents/caregivers are responsible for applying to the Principal for any leave (eg family holidays) prior to the event. See "Exemptions"

## 7 COMMUNICATION AND TRAINING

---

Staff will be provided training in all aspects of this Policy. Administration staff will also be trained in the attendance system, and will provide advice and assistance to other staff as required.

## 8 GOVERNMENT REPORTING & COMPLIANCE

---

SPW will maintain attendance records and enrolment registers or computerised records of the same, with reasons for absence and dates of cessation of enrolment recorded.

<b>POLICY</b>	
Title: <b>Attendance</b>	
Authorised by: <b>Principal</b> No.: <b>PRIN-09</b> Issue Date: <b>April 2014 (as Electronic Roll Policy)</b> Last Reviewed: <b>October 2017</b> Next Review Date: <b>November 2017</b>	<b>Page Number: 5 of 7</b>

The following information has been provided by AISSA

Electronic or hard-copy records may be required for inspection by the Education and Early Childhood Services Registration and Standards Board when it visits the school as part of the review of registration process. The material should demonstrate that a comprehensive record of absences and attendances is being maintained, both for the current year and to meet legislative requirements for information retention.

The average student attendance rate is one of the student outcomes that schools must publish as part of the School Performance Information reporting requirements stipulated by the Australian Government. Schools are also required under the Australian Education Act 2013 to report student attendance data to the Australian Government through the Schools Service Point.

Schools have obligations to follow up the extended absence for school of students under the age of compulsion. There are specific procedures in place for the granting of exemptions (See Delegations, and Exemptions, below)

## 9 DELEGATIONS

The following information has been provided by AISSA

All delegations must be exercised with any guidelines published under Section 81A(1) of the Education Act 1972.

1. The delegate may, by written notice, grant or vary an exemption (conditionally or unconditionally) from the requirements of Part 6 of the Education Act 1972 or revoke an exemption for a child of compulsory education age enrolled within a school for a period of no greater than one month.

Delegated Authority: The Head Teacher of the school in which the child is enrolled.

2. The delegate may by written notice, grant or vary a temporary exemption (conditionally or unconditionally) for Family Travel/Holiday reasons from the requirements of Part 6 of the Education Act 1972 or revoke an exemption for a child of compulsory education age enrolled within a school for a period of no less than one month and for a maximum of 12 months.

Delegated Authority: The Head Teacher of the school in which the child is enrolled.

3. The delegate may, by written notice, grant or vary a temporary exemption (conditionally or unconditionally) for Medical or Other/Conditional reasons from the requirements of Part 6 of the Education Act 1972 or revoke an exemption for a child of compulsory education age enrolled within a school for a period of no less than one month and for a maximum of 12 months.

Delegated Authority: Chief Executive, Association of Independent Schools of South Australia in relation to children enrolled or intending to enrol in non-government school other than a registered Catholic school.

4. The delegate may, by written notice, grant or vary a permanent exemption (conditionally or unconditionally) from the requirements of Part 6 of the Education Act 1972 or revoke an exemption for a child of compulsory education age enrolled within a school for a period of no less than one month and for a maximum of 12 months.

Delegated Authority: Chief Executive Association of Independent Schools of South Australia in relation to children enrolled or intending to enrol on a non-government school other than a registered Catholic school.

5. The delegate may, by written notice, grant or vary an exemption (conditionally or unconditionally) from the requirements of Part 6 of the Education Act 1972 or revoke an exemption for any child of compulsory school age for a period of up to 24 months, including for home school purposes.

Delegated Authority: Chief Executive, Department for Education and Child Development, Executive Director, Preschool and School Improvement or Director, Programs and Regional Management.

<b>POLICY</b>	
Title: <b>Attendance</b>	
Authorised by: <b>Principal</b> No.: <b>PRIN-09</b> Issue Date: <b>April 2014 (as Electronic Roll Policy)</b> Last Reviewed: <b>October 2017</b> Next Review Date: <b>November 2017</b>	<b>Page Number: 6 of 7</b>

## 10 EXEMPTIONS

---

The following information has been provided by AISSA

### 10.1 TEMPORARY EXEMPTIONS

The Principal has the authority to approve temporary exemptions for up to 12 months for the reason of family travel/holiday. If for more than one month and for reasons other than travel/family holiday, the application requires approval by the Director, Programs and Regional Management (Central Delegate), or the Executive Director, Association of Independent Schools of South Australia (Independent Schools).

### 10.2 PERMANENT EXEMPTIONS

Students under 15 cannot be given a permanent exemption unless there are strong recommendations from the school and the education department.

## 11 MONITORING AND REVIEW

---

This policy will be updated as needed if there are any changes in the legislation, software, or recommended practices for school attendance. It will be reviewed at least every five years.

## 12 BREACHES OF THIS POLICY

---

Breaches of this policy will be investigated by the Human Resources (HR) Manager and may lead to disciplinary action.

## 13 FURTHER INFORMATION

---

Further information regarding this policy is available from any member of the Executive Leadership Team.

### Relevant Legislation

Education Act 1972 (SA)  
 Education (Compulsory Education Age) Amendment Act 2007  
 Australian Education Act 2013

### Related Policies

PRIN-04 Child Protection  
 PRIN-18 Children on Grounds Outside School Hours

### Related Procedures & Standard Operating Procedures

PRIN-04-01 Child Protection – Child is Reported Missing  
 PRIN-09-01 Attendance – Teachers  
 PRIN-09-02 Attendance – Front Office Staff  
 PRIN-09-03 Attendance – Early Learning Centre  
 PRIN-SOP09-01 Rolls & Absentee Process Overview  
 PRIN-SOP09-02 Attendance Codes in iWise

### Related Forms & Checklists

None

### Related Safe Work Practices & Guidance Notes

None

<b>POLICY</b>	
Title: <b>Attendance</b>	
Authorised by: <b>Principal</b> No.: <b>PRIN-09</b> Issue Date: <b>April 2014 (as Electronic Roll Policy)</b> Last Reviewed: <b>October 2017</b> Next Review Date: <b>November 2017</b>	<b>Page Number: 7 of 7</b>

Related Other Documentation

- BOOKLET      Staff Procedure Manual
- BOOKLET      TRT Induction Manual
- Student Diary

<b>PRINCIPAL</b> ( <i>Signature</i> )	<b>DATE</b>