

# Attendance & Absences

## Information for Parents/Caregivers

*A summary for families based on SPW Policy: Attendance PRIN-098 and related SPW Procedures*

Schools are required under the Education Act 1972 (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 are required to be in full-time attendance at a government or non-government school unless exempted by the Minister.

Ensuring regular attendance at school is a shared responsibility between parents/caregivers, the student and school. Early identification of absenteeism or poor attendance and intervention is known to improve student learning outcomes. Children who have patterns of poor attendance are at risk as they may not achieve their potential in education and social development.

### Government Reporting and Compliance

SPW is required by law to maintain attendance records and report to government in various ways regarding attendance and absenteeism. Reporting to parents / caregivers regarding all children being late or absent is recorded in the formal reports, twice per year.

If a parent or guardian wishes to take their child out of school temporarily or permanently they are required to apply in advance to the school Principal for exemption from school attendance (Form ED175). The Principal is required to complete an approval process for any absences over 5 days (R-6).

### Parent Obligations – Daily Attendance and Early Departure (R-6)

<i>Start of Day</i>	The School day begins at 8.30am. Students are to be in classrooms or other school-authorized activity at this time.
<i>Late Arrivals</i>	<u>Students</u> arriving after 8.30am are to report to Front Office via the Student Entrance and sign in, <u>before</u> moving to their classroom. The student is to sign themselves in. Parents may accompany their child to sign in.
<i>Early Departures</i>	Students leaving before 3.15pm are to be signed out by a parent /caregiver at Front Office before leaving the school grounds. (Sign the child out <u>before</u> going to the classroom to collect the child.)

### Parent Obligations – Absences of Less Than 5 Days (R-6)

Parents/caregivers are to report absences of 1-5 days (eg sickness) to the School using one of these options:

1. Complete the e-form on SkoolBag (Absence Form), or
2. Phone the SPW Absences Line 7221 6221, or
3. Email the SPW Absences email address [absentees@spw.sa.edu.au](mailto:absentees@spw.sa.edu.au)

Parents/caregivers are asked to use these methods rather than contacting teachers. (Teachers may also be emailed as well, if the parent chooses.)



## Parent Obligations – Absences of More than 5 Days (R-6)

Parents wishing to take a student out of school for more than 5 days are required to apply for such leave in advance via the Principal, as per directives from DECD\* and AISSA\*.

The process involves advising the Principal in advance and in writing, and completing an Application form.

While some approvals may be granted by the Principal, under certain circumstances, approval must be sought by Executive Director, AISSA\*

Depending on the length of absence and the reason for the absence, the following processes are to be followed:

### Absences of more than five days and up to one month for any reason, including medical

#### Absences of more than one month and less than twelve months, for family holiday/travel:

- Parent/caregiver to request leave in advance via the Principal by letter or email [administration@spw.sa.edu.au](mailto:administration@spw.sa.edu.au)
- The Principal may request a meeting with the parents
- Form ED175 A Application for Exemption is forwarded to the family to complete and return
- The School will advise the family of the outcome of the application, in writing
- In the case of a medical absence which extends for more than five days, a Form ED175 A will be forwarded to the family to complete retrospectively.

#### Absences of more than one month and less than twelve months, for reasons OTHER than family holiday/travel:

- Parent/caregiver to request leave in advance via the Principal by letter or email [administration@spw.sa.edu.au](mailto:administration@spw.sa.edu.au)
- The Principal may request a meeting with the parents
- Form ED175 B Application for Exemption is forwarded to the family to complete and return
- The Principal will complete and sign off on dates
- The School will forward the request to the Executive Director, AISSA\* for consideration.
- The School will advise the family of the outcome of the application, in writing

**In all cases other than medical, the student is to remain in full-time attendance at school until the leave has been approved in writing.**

## Parent Obligations – Absences from ELC

Parents/caregivers are to report absences from the ELC by emailing [elc@spw.sa.edu.au](mailto:elc@spw.sa.edu.au).

\* The Department for Education and Child Development and the Association of Independent Schools of South Australia

