



John Hartley School

199 Peachey Road, Smithfield Plains SA 5114
Phone : 8209 1800 Fax : 8209 1850

John Hartley School **Attendance Policy**

GENERAL

All children between 6 and 16 years of age must be enrolled in a school and be required to fully participate in the education program arranged and approved by the enrolling school.

Under the Education Act of South Australia, parents and caregivers are legally responsible for regular attendance of all children in their care.

Regular attendance and participation in schooling is an important factor in educational and life success. Students who are regular non-attenders are at risk of alienation from education that can lead to decreased options for future pathways.

The encouragement and maintenance of regular school attendance is also the responsibility of John Hartley School and staff who work closely with parents and guardians to maximize learning opportunities for children.

OUR BELIEFS

Our purpose is to develop confident learners who achieve their potential within a supportive school environment.

We believe that:

- To achieve their full potential students need to attend school regularly during the prescribed times (9:00am – 3:00pm). Late arrivals impact on student learning
- Parent/caregiver support in maintaining regular and punctual attendance is essential.
- Appropriate intervention in the case of poor attendance/punctuality is necessary to ensure that the student is not disadvantaged later in life.



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RESPONSIBILITIES AND ACTIONS

Parents/Caregivers Responsibilities

- Provide information to the school that may assist planning for the child's learning; for example, medical conditions, developmental milestones and family issues.
- Enable their child to attend punctually and regularly on every day the education program is offered and to comply with the education program being offered.
- Provide an explanation to the school whenever their child is absent.
- To seek approval for exemption from school for extended periods of time greater than 3 days for reasons other than illness.
- To provide medical certificates where appropriate for extended absences.
- To tell the school about issues which affect their child's school attendance.
- Work with the school on intervention strategies to improve attendance.

Students

- Arrive at school ready to begin the learning program at 9:00am.
- Stay within the school grounds once they have entered.
- Take responsibility for their attendance according to their level of development

Teachers' Responsibilities

- Provide a relevant and dynamic learning program that seeks to engage all children and offers opportunity for success, thus encouraging regular attendance.
- Accurately record attendances/absences/late arrivals in the roll book according to DECD requirements.
- Implement school procedures, including contacting parent/caregiver, to follow up non-attendance and lateness.

Leadership

Leadership is responsible for ensuring that the attendance of all students is maximized and will:

- Develop, implement and review the site's Attendance Policy.
 - Ensure the maintenance of attendance records.
 - Ensure intervention is documented.
 - Ensure intervention occurs according to the John Hartley School Attendance procedures when a child has a poor attendance record.
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- Make referral to, and seek support from, agencies and support services when a child's pattern of attendance becomes irregular.
- Ensure that the analysis of data is used effectively to inform action at the site with the involvement of the school's community.

Student Attendance Counsellors

Student Attendance Counsellors assist schools, families and children to manage issues that relate to poor student attendance. Student Attendance Counsellors are located in Regional Offices and will:

- Provide a consulting and counselling service to schools.
- Support schools in monitoring and improving attendance.
- Work with identified children and their parents/caregivers to support improved attendance.
- Develop and implement projects to meet the needs of students at risk through non-attendance.
- Liaise with appropriate government and community agencies.
- Inform parents/caregivers of their legal responsibilities in relation to attendance and possible implications of non-compliance.



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