



Melrose Primary School

RESPECT ~ HONESTY ~ RESPONSIBILITY ~ EXCELLENCE

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MELROSE PRIMARY SCHOOL ATTENDANCE POLICY

Ensuring attendance at Melrose Primary School is a shared responsibility between parents/caregivers and the school.

Research shows that attendance at school all day and every day positively affects learning, wellbeing, employment and life outcomes for children and young people. Learning is cumulative and it is disrupted if students often miss school.

School attendance and the law

Attendance at school is compulsory. The Education Act 1972 states that all children must attend school from 6 until they turn 17. This could be in a school or an approved learning program.

Parents or legal guardians (carers) can be prosecuted if they do not make sure their child goes to school. This can mean being fined or getting a criminal conviction.

The department's attendance policy

The South Australian Department for Education's [Attendance policy](#) guides the responsibilities of the whole school community to make sure children and young people attend school. This includes school staff, parents, carers and students.

Schools work with their community to develop positive attendance habits. This starts from the earliest years. They do this when they provide a safe, inclusive and culturally respectful environment. They use effective and consistent local practices to monitor and manage absences.

Students at risk from missing school

Students can be away from school for many reasons. Schools use categories to identify children and young people at risk. This might be about their learning and wellbeing. We make sure appropriate follow up and support is provided.

- **Habitual non-attendance:** a student has 5 to 9 days absent in a term for any reason.
- **Chronic non-attendance:** a student has 10 or more days absent in a term for any reason.

How we implement the department's attendance policy

At Melrose Primary School our attendance practices align with the department's attendance policy.

We support student attendance when we:

- promote the importance of education from the earliest years of life and throughout school
- assess patterns of non-attendance and developing ways to address this
- actively engage and include all children, young people and their families
- provide support to address the barriers to attendance, learning and wellbeing
- monitor attendance to make sure progress is documented and supports are in place

- evaluate the need for further or ongoing support and referral for additional support.

We use data to create our attendance improvement plans.

Melrose Primary School's attendance expectations

School starts at 8.50 am each day and finishes at 3.15 pm.

A parent or carer must provide an explanation if their child is late or has to leave early. All students must sign in or out at the Front Office.

Categories for late attendance and early departure are:

Late – from 9am to 10 am

After 10am – absent for morning

Absence for afternoon – from 12.15 pm onwards

Early departure 2.45pm onwards

Attendance responsibilities

Everyone has a role to make sure students attend school all day, every day.

Students

- Attend school every day. The school is open unless they are ill or have an approved exemption.
- Arrive at school and events on time.
- Participate positively in all learning activities.
- Report to the front office if they:
 - arrive late or leave early
 - leave school due to illness (a parent will be contacted for approval and to arrange for the student to be collected).

Note: a student's age and circumstances affect the level of responsibility.

Parents and carers

- Make sure their child attends school every day the school is open, unless they are ill or have an approved exemption
- Be responsible for their child's travel to and from school
- Make sure their child arrives at school on time, between 8.30 and 8.50 am
- Provide their child's school with up-to-date contact details
- Provide a reason to the school if their child is absent, late or leaving early. The same day if possible
- Provide a medical certificate or written explanation if their child is ill for 3 or more days in a row.
- Make appointments outside of school hours if possible. For example, dentists or National Disability Insurance Scheme (NDIS) providers.
- Monitor their child's attendance and classwork. Help their child to meet deadlines and catch up if needed.

School staff

- Make sure all parents and carers are aware of attendance expectations, policies and procedures
- Accurately record each absence, late arrival or early departure with the appropriate code
- Contact the parent or carer on the day their child is absent
- Contact parents or carers if there is no explanation for an absence, or a pattern of absences
- Document contact with parents or carers about absences, including attempts to contact
- Request a medical certificate from parents if needed
- Consult with the local Student Support Services if needed. For example, Social Work and Truancy
- Make notifications about chronic non-attendance (via the [Child Abuse Report Line](#) – CARL) guided by Responding to Abuse and Neglect — Education and Care ([RAN-EC](#)) training and the [Mandatory Reporting Guide](#)
- Make sure the list of absences and late arrivals are given to the front office each day as early as possible.

Authority for exemption

In some circumstances, the principal has authority to approve an exemption from school. This can be for up to 1 month. It can also be for up to 12 months for a family holiday.

Before asking for an exemption, families should talk to the Principal. Students must attend school until an exemption is approved.

Our school requires an exemption for absences more than 3 school days in a row. This does not include illness.

Parents or carers must apply in writing. The principal will advise them in writing of their decision. A copy is kept in the student record folder. Forms are available from the front office.

Exemptions of more than 1 month (excluding holidays) must be approved by the department's central office.

Exemptions are still counted as student absences from school.