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Related policies, procedures, guidelines, standards, frameworks: Department for Education's Attendance Policy , Attendance at school	

Overview

The South Australian Department for Education's [Attendance Policy](#) guides the responsibilities of the whole school community to make sure that children and young people attend school. This includes school staff, parents, carers and students. The purpose of the Attendance Policy reflects the intent of the *Education and Children's Services Act 2019* and the associated *Education and Children's Services Regulations 2020*.

Detail

School Attendance

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.

Schools work with their community to develop positive attendance habits. They do this by providing a safe, inclusive and culturally respectful environment. They use effective and consistent local practices to monitor and manage absences.

Parents have a responsibility to ensure their children attend school regularly. If a child or young person does not attend, without a 'prescribed reason' for their non-attendance or an approved exemption, their parents may be guilty of an offence.

The SA government's [attendance at school](#) webpage provides more information on compulsory attendance.

Students at risk from missing school

Students can be away from school for many reasons. Hallett Cove School has support structures to identify children and young people at risk.

We make sure that appropriate follow up and support is provided for;

- **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

Our attendance practices align with the Department policy.

We support student attendance by;

- **promoting** the importance of education from the earliest years and throughout schooling
- **assessing** patterns of non-attendance and circumstances to inform the development of appropriate targeted, intensive and coordinated interventions
- actively **engaging** and including all children, young people and their families in education and interventions which support attendance.
- providing **support** to address the barriers to attendance, learning and wellbeing and ensuring inclusive support for children and young people so they can be physically present and engaged in education
- **monitoring** attendance to ensure that risks are identified, supports are in place, and progress is reviewed.

Attendance Expectations

School starts at 8.40am each day and finishes at 3.10pm

- Tuesday Early dismissal - 2.20pm

All students report to Student Services to sign in if they are arriving late or sign out if they are leaving early. Students are not permitted to leave school without parental approval. Late arrivals also require an explanation and are marked accordingly in Daymap.

All absences are reported to Student Service either by;

Calling 8392 1020 # Option 1
Emailing absences@hcs.sa.edu.au

Roles and Responsibilities:

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 absence
- Arrive at school and attend all lessons and activities on time
- Participate positively in all learning activities
- Report to Student Services if they arrive late or need to leave early

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

Parents and carers

- Make sure your child attends school every day the school is open, unless they are ill or have an approved exemption
- Be responsible for your child's travel to and from school

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- Make sure your child arrives at school on time, between 8.30am and 8.40am
 - Provide us with your most up-to-date contact details
 - Provide a reason if your child is absent, late or leaving early; the same day if possible
 - Provide a medical certificate or written explanation if your child is ill or absent for 3 or more consecutive days
 - Monitor your child's attendance and engagement. Work with teachers to help your child complete assignments and required tasks on time
 - Communicate attendance concerns with the Year Level Leader

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 in Daymap
- Contact the parent or caregiver on the day their child is absent
- Phone parents or carers if there is no explanation for an absence for 3 consecutive days , or a pattern of unexplained absences.
- Document contact with parents and carers in Daymap about unexplained absences, including all attempts to contact
- Request a medical certificate from parents or carers if needed
- Consult with Social Work Duty line on 1300 620 673 between Monday and Friday, 9am to 5pm for attendance concerns
- Make notifications about chronic non-attendance (via the Child Abuse Report Line – [CARL](#)) guided by Responding to Abuse and Neglect – Education and Care ([RAN](#)) training and the [Mandatory Reporting Guide](#).

School Exemptions

Parents and carers requesting to take their child out of school must apply for a Principal approved exemption. Principals have the authority to approve exemptions of up to 1 month. If the exemption is for more than 1 month approval must be sought from the Department for Education.

Talk to the relevant Year Level Leaders or Heads of School to discuss your individual requirements. Forms are also available at the Front Office.

Students must attend school regularly until the exemption has been approved by the Principal.

Note: Exemptions are counted as student absences from school.