



Wilmington Primary School

PO BOX 11 Wilmington SA 5485

Phone: (08) 8667 5112 Fax: (08) 8667 5025

Principal: Cathy Bornholm dl.0483.info@schools.sa.edu.au



Government
of South Australia

Department for Education
and Child Development

Wilmington Primary School Attendance Procedures

Ensuring regular attendance at preschool and school is a shared responsibility between parents/caregivers and the school.

School Procedures

Principal:

- Ensure processes are in place and followed by staff for recording, monitoring and reporting on student attendance
- Ensure the maintenance of attendance records
- Monitor and analyse attendance data and follow up any attendance issues
- Approve temporary exemptions for students - see Appendix for details

School Staff:

- Teachers to mark the roll daily and record any absences and lateness by 9.10am
- Teachers to send attendance roll to the front office by 9.10am
- After 9.15am front office staff to contact parents of any unexplained absences
- Front office staff record absences in EDSAS system daily
- The front office provide a roll sheet for each class each week which also includes absences from the previous week.
- Teachers to monitor any unexplained absences and send home attendance forms or make phone calls to follow up.
- Copies of any absence reasons need to be retained with the roll sheets

Parents:

- Phone, write or advise in person of their child's absence and reason for absence including any medical certificates preferably before 9.15am (see Appendix for Absence Reasons).
- Seek exemption for planned absences from principal – (see Appendix for Exemptions).
- Parents collecting students early or for appointments during the day need to sign them out at the front office. If the student returns they need to sign in at the front office.

Students:

- To give any absence notes to either their class teacher or the front office
- Late students need to enter through the front office and sign in before going to class

Preschool Procedures

Principal:

- Ensure compliance with the requirements of the Preschool Attendance Recording Procedure to ensure compliance with the National Law and Regulations 2011

Preschool Staff:

- Ensure parent or guardian has signed the child in on arrival
- Send attendance roll to front office daily
- Front office staff enter attendances into the Early Years System
- Teachers to monitor any unexplained absences and make phone calls to follow up.
- Copies of any absence reasons need to be retained with the roll sheets

Parents:

- Parent or guardian must sign in their child on arrival and collection
- Parents must inform staff in writing or by phone if child is to be collected by someone other than an authorised person
- Parents must ensure that the person collecting the child is over 18.

Appendix

Reasons for Absence – EDSAS codes

C	Ill with Certificate – verified by a doctor's letter, doctor's certificate, dentist's appointment card or some other health practitioner's communication
I	Ill without certificate – Absence covered by notes, messages or phone calls from parent/ guardian stating a medical condition or illness preventing the student's attendance
F	Family/Social – Absence condoned by parent/guardian as being for family, social or cultural reason (not including family holiday – refer to Exemption) A pattern of regular use of this code may indicate a need for intervention
E	Exemption – Approved exemption from school attendance by either the principal or Central Delegate
N	Not approved – Absent without parent/guardian approval
U	Unexplained – Student who is absent without explanation by parent/guardian

Principal Approved Temporary Exemptions

The Principal of the school in which the child is enrolled can approve applications for temporary exemptions for the reasons of:

- *Family Travel /Holiday* for a period up to twelve months.
- *Ongoing Medical Condition and Other/Conditional* for a period of up to one month.

Family Travel / Holiday – up to twelve months

Students of Compulsory School Age and Compulsory Education Age (6 to 17 years of age) require an exemption if they wish to travel or go on a family holiday during school time. Principals have the authority to approve **temporary** exemptions for up to twelve months for *travel / family holiday* where students are not enrolling in another school during that time. If enrolling at another school Central Delegate approval is required.

Ongoing Medical / Other / Conditional – up to one month

If the exemption sought is **temporary** (*Ongoing Medical Condition and Other/Conditional*) and less than a period of one month, the Principal can approve the application.

Awaiting approval for Home Schooling – up to one month

Principals can grant a temporary exemption for up to one month for home schooling after confirming that an **application for Exemption from Attendance at School for the Purposes of Home Education** has been lodged by the parent/guardian with the Manager Home Education.

Parents requesting an exemption could be invited to school to discuss the proposed absence and implications for their child in missing school time. There is no obligation for schools to provide school work during an exemption however it is reasonable for schools to provide information about what will be covered during the exemption period.

Exemptions for periods longer than this need to be approved by a DECD Central Delegate.

Updated by Governing Council – 18/6/2018

Review Date - 2019