Attendance Policy 2012

The South Australian Government has identified improved attendance as a priority for the Department of Education and Child Development (DECD) schools.

A child who is between six years and 16 years is required to attend school. In addition, since 1st January 2009 all students aged between 16-17 years must participate full-time in an approved learning program. This is irrespective of distance from the school or whether or not the student has a disability. These students are required to be enrolled at a registered or non-government school and must attend the school on every day instruction is provided at the school for the child, unless the Minister has granted an exemption from the school.

The primary responsibility for meeting this legal requirement rests with the parent/caregiver. The responsibility for enforcing school attendance is with the Department of Education and Child Development (DECD). The Department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

Regular attendance has significant benefits for students, educators, parents and the community.

Recording Student Attendance

Attendance is recorded in the Learner Management System (Daymap) every lesson. Attendance taken during the home group period is imported into EDSAS for DECS/Centrelink purposes. Specific codes are used to identify the different reasons why students may be absent.

Attendance is taken by teachers using laptops. If a relief teacher does not have a laptop, a manual list is recorded and updated on the Daymap system as soon as possible.

Reasons for absence

It is the parent / caregiver responsibility to communicate all reasons for absence directly to Student Reception either by:
- Telephone 8375 8231
- Email absences@brightonss.sa.edu.au
- Note in student planner taken to Student Reception

An SSO will record this information on Daymap.

Monitoring Attendance Data

Principal Team, House Team/Year Level Managers and Homegroup Teachers will monitor student attendance. If a student has an unexplained absence (day or lesson) on three consecutive days then an SMS will be sent to the parent/caregiver requesting a response. Where a pattern of non-attendance is identified then appropriate action will be taken which may include parent/caregiver contact, consequences for the student and/or referral to the DECD attendance officer.

Recording Student Lateness

Students who are late to school are required to report to Student Reception to sign in. The Student Reception staff will stamp their planner accordingly. Unless the school has been notified, if a student arrives after 9.30am the staff in Student Reception will ring to inform the parent.

Students who arrive late to class are required to show the checked stamp in their planners. Students who do not have a checked stamp are to be sent to Student Reception to get one.
Leaving School during the day

Senior students who have study lessons during the day are allowed to leave the premises, provided they have prior approval from their parent/caregiver.

All students who miss scheduled lessons or homegroup must sign in or sign out otherwise they will have unexplained absences recorded.

All students must report to Student Reception if they wish to leave school due to illness and staff will contact a parent for approval.