

# ATTENDANCE POLICY

The South Australian Government has identified improved attendance as a priority for the Department for Education schools.

A child who is between 6 years and 16 years is required to attend school. In addition, since 1 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 for Education. **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 Department for Education/Centrelink purposes. Specific codes are used to identify the different reasons why students may be absent.

Attendance is taken by teachers using laptops and or iPads.

## Reasons for absence

It is the parent/caregiver's responsibility to communicate all reasons for absence directly to student reception either by:

- telephone: 8375 8231
- email: [absences.student@brighton.sa.edu.au](mailto:absences.student@brighton.sa.edu.au)

An SSO will record this information on Daymap.

## Monitoring attendance data

Principal Team, house team/year level managers and home group teachers will monitor student attendance. If a student has an unexplained absence (day or lesson) on 3 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 Department for Education attendance officer.

## Recording student lateness

Students who are late to school are required to report to student reception to sign in. This is automatically recorded on the Daymap system.

## Leaving school during the day

All students who miss scheduled lessons or home group 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 a staff member will contact a parent for approval.