

# ATTENDANCE POLICY



POLICY NUMBER:

A16

002

1. In South Australia it is compulsory for children between the ages of six years and seventeen years to attend school (DECD regulation part 4 Div 1 No. 155).
2. Our school aim is to have a positive school attendance record for each individual student aiming at high attendance, throughout their compulsory years of schooling.
3. A daily record of student attendance for each individual lesson is kept through the use of our electronic recording system called DayMap.
4. Students who arrive late or wish to leave early will be recorded in the DayMap system and be asked for written or verbal permission from parent/caregiver.
5. Any concerns about unexplained absences should be communicated to the Home Group Teacher, who can then make a referral to the Student Counsellor.
6. Where required, improvement plans are formulated to assist individuals to obtain a high attendance rate.
7. Parents/Caregivers are able to discuss attendance issues or school processes with the Home Group Teacher or Student Counsellor. Contact is encouraged if parents/caregivers are experiencing difficulties due to their child's lack of attendance.
8. Further information can be found on the DECD website:

[www.decd.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/attendance](http://www.decd.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/attendance)