

ATTENDANCE POLICY



POLICY NUMBER:

A200-17 (R20)

DECD Requirements

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

By law, every child of compulsory school age (until the age of 16) is required to be enrolled at an educational institution and must attend every day that instruction is provided. Between the ages of 16 & 17 years all students must participate full-time in an approved learning program, which is education or training delivered through a school, university, TAFE or registered training organisation, an apprenticeship or traineeship, or a combination of these.

Loxton High School's Attendance Goal

At Loxton High we are aiming to achieve an attendance rate of 95%. Parents and caregivers have the primary responsibility for meeting this requirement by ensuring their child routinely attends on every school day.

Recording Student Attendance

Student attendance is recorded every day in morning Home Group. Home Group Teachers monitor attendance and have a responsibility to account for all absences by seeking an explanation from parents and caregivers. Codes that Home Group Teachers use to record student absence include:

- **C Illness** - verified by doctors certificate or health practitioner's card/letter.
- **E Exemption** - approved via application made to the Principal for illness or family. Holiday.
- **F Family/Social** – absence condoned by a parent for family, social or cultural reason.
- **I Illness** – illness that prevented attendance.

DECD record and track this attendance data.

Valid Absences

Valid reasons for parents and caregivers to keep student/s away from school include:

- The student is too sick to leave the house or has an infectious disease like Chicken Pox, Mumps or Measles.
- The student has an injury preventing movement around school.
- The student is going with his or her parents on a family holiday which cannot be arranged in school vacations. This should be arranged with the Principal prior to the absence by applying for a **school exemption** (see exemption application form).

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- The year level director is provided with any genuine and acceptable reason preventing the student's attendance.

Notification of Absence

It is the parent and caregivers responsibility to communicate all reasons for absence. This can be achieved by:

- Telephone call made to Reception Staff: 8584 7339.
- Email to: dl.0895.info@schools.sa.edu.au
- Absence Note completed by parent/caregiver in student's diary and given to the Home Group Teacher by the student.

Late Arrival

Students are required to be in morning Home Group at 8:45 a.m. with the exception of Year 12 students with approved Home Study contracts. All students arriving after 8:45 a.m. are required to sign in at Reception with a verbal or written note of explanation from their parent/caregiver.

Early Departure

Students departing early require parent/caregiver permission via a diary note which can be shown to their Home Group Teacher in morning Home Group and their Subject Teacher at the time of departure. Students are also required to show their note to Reception Staff and to sign out at Reception.

School Attendance Refusal

Should your child experience social and emotional difficulties impacting upon their school attendance please make an appointment with one of our Student Wellbeing Coordinators. In extreme circumstances, we may also arrange support from the DECD Attendance and Engagement Social Workers.