

Family responsibility

The primary legal responsibility for attendance rests with the parent/carer. Parents are responsible for getting their children to and from school. Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent. Parents must provide the school with an appropriate explanation for the student's non-attendance. If your child is going to be away from school, please contact us via any of the following:

Email: dl.1847_info@schools.sa.edu.au

SMS: 04 0848 2972

Phone: 8289 1133

Or a note in child's diary/ communication book.

If your child arrives late at school, i.e. after 8:50am, please enter through the front office and collect a late form. If an adult is not with the child the reason for lateness is recorded as unexplained, unless the student has a signed note from their parent/caregiver or the office has been contacted.

Parents/caregivers are required to obtain an exemption from the Principal in writing if there is to be a known absence of 3 or more days.

If your child is ill and requires 3 or more days away a medical certificate is required.

If there are barriers to your child attending school on a regular basis please contact a leadership member at school to discuss.

Teacher responsibility

Teachers enter attendance on the school management system- Sentral, each morning. Students not present are recorded as absent. Teachers must check with late students that they have reported to the front office.

Teachers monitor student attendance and contact families if there are **3 days in a week that are unexplained** or if a **pattern of lateness or non-attendance** is emerging. They record in Sentral their contact with family. If no contact is able to be made after multiple attempts (ie phonecall in morning and afternoon, note home in diary/email) or satisfactory reasons provided, this child is deemed 'at-risk' and referred to leadership.

Note: 10 days **explained or unexplained** per term is considered chronic non-attendance by DECD. This also places students 'at-risk'.

Office Staff responsibility

Office staff check Sentral each morning for any unexplained absences. They cross check with emails, texts and phone calls from families who may have notified the school about their child's absence. Office staff then send a text to families of students with an unexplained absence and record that contact has been made. Office staff will generate attendance reports mid and end of term as well as at leadership request, to monitor for habitual and chronic non-attendance. Office staff and teachers will monitor for patterns of lateness and absence. They will notify leadership when 10 days or more are reached in a term.

Leadership/ Wellbeing Leader responsibility

When referred a student 'at-risk' the member of the leadership team responsible for attendance will send a letter to the family requesting a meeting. If there is no response this will be followed by a home-visit. Leadership will document interventions, strategies, and contact made and include in the student's file.

The leadership team will refer families to the DECD Social Worker for Attendance and Engagement if attendance issues are not resolved at the school level.



"Linking Learning to Life"



Keithcot Farm Primary School Attendance

Every Day Counts

At Keithcot Farm Primary School we believe a high level of attendance for every student is critical in supporting their social, emotional, physical and intellectual development. We are therefore committed to developing policies and practices that encourage students to attend school every day.

Why is regular attendance at school important?

Students who miss basic skills in the early years of school often experience difficulties later.

It has been shown that irregular attendance during Junior Primary and Primary years often leads to the development of poor attendance at Secondary School.

Compulsory enrolment and attendance at school

Under the Education Act of South Australia parents/caregivers are held responsible for the regular attendance of all children in their care. Compulsory attendance at school for children aged between 6 and 16 is based on the premise that each child has the right to receive an education, which aims to promote personal development and equal opportunity. All children aged between 6 and 16 must be enrolled and attend school regularly.

All children aged 4 or 5 who are enrolled at school, are also compulsorily required to attend school regularly.

Is my child required at school every day?

Yes: unless...

- Your child is too sick to attend.
- Your child has an injury preventing movement around the school.
- Your child is accompanying his or her family on a holiday, which cannot be arranged in school vacations. Please apply for an exemption from the Principal for planned absence of 3 or more days.

1 or 2 days a week doesn't seem much but.....

If your child misses.....	That equals....	Which is.....	and over 13 years of schooling that's.....
1 day per fortnight	20 days per year	4 weeks per year	nearly 1½ years
1 day per week	40 days per year	8 weeks per year	over 2 ½ years
2 days per week	80 days per year	16 weeks per year	over 5 years
3 days per week	120 days per year	24 weeks per year	nearly 8 years

How about 10 minutes late a day? Surely that won't affect my child?

He/She is only missing just.....	That equals.....	Which is.....	& over 13 years of schooling that's...
10 mins per day	50 mins per week	nearly 1½ weeks per year	nearly ½ year
20 mins per day	1hr 40mins per week	over 2 ½ weeks per year	nearly 1 year
30 mins per day	Half a day per week	4 weeks per year	nearly 1½ years
1 hour per day	1 day per week	8 weeks per year	over 2½ years

Every Day Counts

If you want your child to be successful at school then
YES, attendance does matter!

Students are more likely to attend school when...

- They feel safe, happy and valued at school.
- They experience academic and social success.
- Their parents/caregivers are kept informed of student progress and school events.
- Their school learning environment is relevant, interesting and challenging.

In recent years Keithcot Farm Primary School's attendance rate has been 94%. This rate compares favourably when compared to the Region and State. We aim to continue high levels of attendance, aiming for a target of 95% across the school.

Keithcot Farm Primary School

School start and finish times are:

- Teachers are on duty in the yard and at the front of the school from **8:35am** for students to begin arriving at school.
- First lesson begins at 8:50am.
- If students arrive at school before 8:35am they must be booked into OSHC.
- School finishes at 3:05pm.
- Students need to be collected from the school by **3:25pm** and if students need to remain at school after this time they need to be booked into OSHC.

Naturally we understand that there will be times when students are unable to attend school due to illness or special commitments. When students are ill, time at home to fully recover is highly recommended.

Please see over for everyone's responsibilities in relation to attendance.

