



Student Attendance Policy

Source of Obligation

Criterion 3.6 of the SA Registration Standards requires the Golden Grove Lutheran Primary School to maintain an up-to-date register of attendance, which records the attendance for each student enrolled.

Criterion 3.7 of the SA Registration Standards requires the Golden Grove Lutheran Primary School to monitor the attendance of each student at school and at classes, and have in place processes to minimise non-attendance and to keep parents or guardians and the education authority informed as required by legislation.

This includes the requirement under section 75 of the Education and Children's Services Act 2019 (SA) for the {{Principal}} to notify the Chief Executive, Department for Education (or cause the Chief Executive to be notified), if a student is persistently failing to attend school. A student persistently fails to attend school if they fail to attend school for 10 or more days in a particular term.

The notification to the Chief Executive may be made through reports from the Golden Grove Lutheran Primary School's student record management system once a term: they need not be made on an individual, case-by-case basis.

Notifications to the Chief Executive must include the following information:

- the name, address and date of birth of the student
- the days or periods during which the student failed to attend school
- the school at which the student is enrolled
- the Year level of the student
- the reason for the unauthorised absence of the student from school using the following EDSAS (or equivalent non-government system) absence codes:
 - Code N (Not approved)
 - Code U (Unexplained)
 - Code Z (School Following Up).



<p>Golden Grove Lutheran Primary School's Policy</p>	<p>Golden Grove Lutheran Primary School has clearly defined attendance policies and procedures to ensure all prescribed information on student attendance is retained and recorded. These policies and procedures make provision for monitoring the attendance of all enrolled students, identification of students with attendance issues and the implementation of appropriate measures to restore regular attendance.</p>
<p>Compulsory Attendance</p>	<p>All students enrolled at the Golden Grove Lutheran Primary School are required to attend the Golden Grove Lutheran Primary School on every day, and for such parts of every day, that instruction is provided for the student at the Golden Grove Lutheran Primary School, unless the student:</p> <ul style="list-style-type: none"> • is enrolled at a correspondence school • has been exempted from attendance • has a prescribed reason for non-attendance, such as that they were prevented from attending due to sickness/infirmary or they were in danger of being affected by an infectious or contagious disease.
<p>Attendance Register</p>	<p>Golden Grove Lutheran Primary School keeps a register of the daily attendance of all students at the Golden Grove Lutheran Primary School on TASS - the school electronic database showing whether a student attended, or participated in, an educational program, or failed to attend and participate.</p> <p>The register of daily attendance records the following information for each student:</p> <ul style="list-style-type: none"> • name • date of birth • date of enrolment • the date on which enrolment ceases • daily attendance • absences • reason for absence • documentation to substantiate reason for absence. <p>Attendance is checked at least twice daily, at:</p> <ul style="list-style-type: none"> • 9:00 am (roll call)
<p>Attendance Performance</p>	<p>Golden Grove Lutheran Primary School systemically monitors and informs the Golden Grove Lutheran Primary School community of its attendance performance in accordance with Commonwealth and South Australian laws.</p>
<p>Monitoring Daily Attendance</p>	<p>Golden Grove Lutheran Primary School has implemented the following systems and procedures in order to follow up unexplained absences from Golden Grove Lutheran Primary School and hence to minimise non-attendance:</p>



Parents are responsible for ensuring that they notify Golden Grove Lutheran Primary School to explain the absence of their children on any particular school day. Notification may be provided via email or by telephoning Golden Grove Lutheran Primary School and should be made prior to the start of the school day at 8.45am.

Class teachers take the class roll promptly at the commencement of the school day.

All absences are recorded using Synergetic. They are then notified to the front office and cross checked against the absentee notifications that have been provided to Golden Grove Lutheran Primary School that day.

Late students

- Students who arrive late must go to reception to receive a late slip. If they have an explanatory note for lateness, it is then given to the receptionist.
- This slip is kept by the student and is given to the classroom teacher on arrival.
- The receptionist then updates the student's attendance records on Synergetic.

Students departing early

- Students who need to depart early must report to the office immediately before they leave.
- Students may leave early if they have written permission from their parent or guardian, or if they are collected in person by their parent or guardian. If these conditions are not satisfied (for example a family friend has come to pick the student up), the receptionist will contact the student's parents before the student can leave. If there is any doubt about the validity of a note, or if the receptionist is unsure, they will immediately refer the matter to the Principal or Deputy Principal.
- Before departure students will 'sign out' at the office.
- The receptionist then updates the student's attendance records on Synergetic.
- Students being collected as a result of sickness or injury through the day are also signed out in the above manner by their parent or guardian.

Students absent from class

- Teachers monitor daily class attendance by class list against the Daily Absences displayed on Synergetic.
- Irregularities are reported immediately to reception who will double check whether the student has signed out, or if they are in other areas such as sick-bay, music tuition or with another teacher.
- If the student cannot be located, the matter is immediately reported to the Principal or Deputy Principal.

**Following Up
Unexplained
Student
Absences**

Golden Grove Lutheran Primary School has implemented the following systems and procedures in order to follow up unexplained absences from Golden Grove Lutheran Primary School and hence to minimise non-attendance:

- Where an absence has not been explained by 10 am, a text message is sent to the student's parents/carers, notifying them of the absence and requesting that they immediately contact Golden Grove Lutheran Primary School.



- Each day the Senior School Receptionist collates a list of absences that have remained unexplained for 3 days and sends a reminder email to parents about the matter.
- Where the absence remains unexplained, the matter will be reported to the Principal for investigation and follow up.

All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's Golden Grove Lutheran Primary School Report.

Management of Students with Attendance Issues

Golden Grove Lutheran Primary School manages the identification of students with attendance issues and the implementation of appropriate measures to restore regular attendance through its Truancy Policy.

The Golden Grove Lutheran Primary School communicates with parents/carers on attendance and non-attendance as required, in accordance with the Parent Communication Policy.

We have also implemented the following systems and procedures to notify parents/carers of unsatisfactory attendance and to notify the Chief Executive, Department for Education of persistent non-attendance:

Where a student is unsatisfactorily absent from Golden Grove Lutheran Primary School, Golden Grove Lutheran Primary School will contact the parents/carers directly to seek an explanation and to remind parents of their child's obligation to attend school.

Where parents repeatedly fail to inform Golden Grove Lutheran Primary School of absences, the school secretary will contact them directly seeking an explanation and to remind them of their obligation to report absences.

If a student's attendance or punctuality to school becomes of concern to any member of staff, they should refer the matter to the Deputy Principal or Principal.

As a general guide, the following thresholds could be considered:

- Students who have unexplained absences from school for more than 10% of the time expected to be at school in the year.
- Students who have been late for more than 10% of the time expected to be at school in the year.
- Students who have more than 10 days absences from school in the term.

Follow up strategies can include:

- class teacher contacting or meeting with the parent
- school counsellor contacting or meeting with the parent
- Deputy Principal or Principal contacting or meeting with the parent
- Deputy Principal or Principal meeting with the parent to develop an agreed school attendance improvement plan.
- Referral of the family to DECD School Social Work (Truancy) Department.



	Golden Grove Lutheran Primary School will inform the Department of Education and Child Development and / or the Department of Child Protection about student attendance as required.
Attendance Policy Framework	Golden Grove Lutheran Primary School has developed a comprehensive policy framework for monitoring and managing student attendance, including: <ul style="list-style-type: none"> • Enrolment Policy • Student Discipline Policy • Suspension and Expulsion Policy • Truancy • Student Performance Outcomes • Assessment and Reporting Policy • Parent Communication Policy
Implementation	The Principal and authorised delegates are responsible for the effective implementation of this Policy.

