

Parents/Caregivers Responsibilities

- School hours are 8:50am to 3:10pm.
- Let the school know if you require support with your child's attendance.
- Send a note, phone or notify in person for every day absent. If you forget, your child's teacher will send home a note for you to complete. This is to ensure that the teacher has records of all your child's absences.
- Contact the front office to let the school know your child will be absent for the day. Staff in the front office will take your message and pass the information to the teacher.
- If your child needs to be collected from the school before 3:10 pm, please go to the front office where staff will record details on a red slip. You give this red slip to your child's teacher so they can record the information on the roll.
- Please be aware that it is the school's legal responsibility to ensure that students attend school. If a staff member telephones or visits your home, it is to find out how we can support you in your child's early return to school.
- If you know that your child will be away from school for more than 3 days for family or medical reasons you will need to go to the front office to complete an exemption form indicating the length of absence from school. This process ensures the school has accurate information about your child's attendance.

If you require support with your child's attendance please make an appointment to meet with either the Principal, Deputy Principal, School Counsellor or Aboriginal Community Education Officer.



**ELIZABETH SOUTH
PRIMARY SCHOOL**

IS YOUR CHILD AT SCHOOL?

Attendance Information

for

Parents/Caregivers

Review Date: October 2017

ATTENDANCE

Under the Education Act of South Australia, parents and guardians are legally responsible for ensuring the regular attendance of their children, from the date of enrolment to 17 years of age.

Is regular attendance important?

Yes:

- From the first day! If students miss the basic concepts and skills in the early years of school, they often experience difficulties later
- For young children, opportunities for important play activities which help development (social and intellectual concepts) are interrupted
- Children may not learn important basics such as class rules, routines and expected behaviour
- Children may be unable to maintain close friendships due to absences, and may experience social isolation
- As children get older the less success they experience academically, the less they will want to attend school. This leads to concerning attendance at secondary school.

Must I send my child every day?

Yes: Unless:

- The child is too sick to leave the house
- The child has an infectious disease like chicken pox, mumps or measles
- The child is injured and is unable to move around the school
- The child is going on a family holiday which cannot be taken during school holidays and an exemption form has been completed
- The principal is provided with any other genuine reason.

Wherever possible medical appointments should be made out of school hours.

Is my child expected to be at school by a certain time?

Yes:

The roll is called at 8:50am and your child must arrive at school between 8:35 am and 8:50am so he/she can be ready to start learning at 8:50am.

Must I notify the school if my child has been away?

Yes: Absences must be explained by notes, phone calls or in person. If your child is going to be away one day or more please notify the school. Verbal reasons from anyone except the parents/carers are not acceptable.

Should I notify the school if my child refuses to go to school?

Yes: You should seek help from the school immediately.

PROCEDURES

Absences

If a student is absent for one day or more:

1. Parents/caregivers must notify the school by phone, in person or by sending a note
2. After the student returns to school teachers will contact parents/caregivers by phone or by sending a note if the student's absence is unexplained
3. With continued non-attendance and unexplained absences a referral to the DECD Student Attendance Counsellor will be made.

Leaving Early

If a student leaves school before 3:10 pm:

1. Parents/Caregivers inform the front office staff and sign the student out before collecting their child from the classroom
2. Parents/Caregivers take the red "sign out" note to the class teacher.

Late Arrivals

1. Parents/Caregivers must notify the school if the child is late.
2. Teachers or School Counsellor will contact parents/caregivers if lateness continues to be unexplained or happens regularly.

If a student has the established pattern of absences, late arrivals or early departures, they are considered to be at risk.

Did you know that:

- **10 days absent** per term equals 20% of schooling missed
- **40 days absent** is nearly 1 term, by the end of the year this equals one year of schooling missed every 5 years
- **15 minutes late** every day equals 2 ½ days each term and 10 days each year. By the end of Year 4 the student has missed 1 term.