Memorial Oval Primary School Attendance Policy

**Rationale:**
For students to have maximum benefit from their educational experiences they need to participate fully in the learning opportunities being offered in the school. To achieve this it is important to attend school regularly and to arrive punctually at the beginning of the school day. In SA it is also compulsory for children to attend school between the ages of 6 and 16. MOPS has developed an Attendance Plan in response to a need to improve student attendance and our monitoring processes. Therefore this policy needs to be read in conjunction with that plan.

**Responsibilities:**

**Students**
- To attend school every day unless they have a valid reason e.g. illness, family reasons.
- To arrive punctually between 8:30 and 8:50am
- To pass on any written communication from parents/caregivers regarding the reason for any absence. Notes need to be on a piece of paper as they are kept as a legal record and have to be stored.

**Parents**
- To actively encourage their child to attend school on a regular basis and to support their child in arriving at school punctually.
- To notify the classroom teacher of any absence/lateness by either writing a note or phoning the school.
- To seek an exemption for any long term absences as per the DECS guidelines.
- To reply quickly to any communications from the school regarding attendance.

**Teachers**
- To keep accurate attendance records in accordance with DECS guidelines including any notes from parents and requests for interviews etc.
- To reinforce a classroom expectation that students will be punctual.
- To ‘sync’ up the palm pilot as instructed.
- To carefully scrutinise the computer print out for the fortnightly class absences and notify the data manager of any changes that need to be made.
- To keep the principal informed of unsatisfactory attendance/punctuality.
- To contact, by phone or letter, parents/caregivers of children arriving late or not attending after 3 consecutive days without any communication.
- To send home the appropriate notification slip to parents/caregivers to follow up information needed regarding absences, according to this schedule:-
- Class teacher verbally reminds student that a note regarding a lateness/absence is needed.
- Class teacher contacts parent to find out the reason for lateness/absence and fills in an Attendance Documentation slip for the records.
• Class teacher phones/speak to parent / caregiver about any patterns that begin to emerge e.g. lateness, single days off frequently, or same day absent each week, etc. If there is no improvement then a light blue Class Teacher Attendance Conference sheet, with a computer print out attached, is sent to the parents via mail.

Principal

• To follow up on unsatisfactory attendance /punctuality by mailing home a Principal Request for an Attendance Conference sheet.
• To involve the student counsellor as needed.
• To inform the classroom teacher of progress or further action.
• To involve Northern District Attendance Counsellor for any unresolved, ongoing attendance problems.
• To lead review of the Attendance Improvement Plan and document any changes/ modifications made.

Data Manager

• Lead the induction of staff in use of palm pilots including how and when to ‘sync’ up. Provide any follow up direction as required.
• Supply a class computer printout, every 2 weeks, for class teachers to check and return.
• Print out any requested attendance data as required by class teachers or leadership team.
• Archive parent note, from each class, at the end of each year.
• Publish whole school, class or individual student information as required.
• Contribute to the review of the Attendance Improvement Plan for MOPS.