



Evans Street, Woodville South SA 5011  
P: (08) 8445 2744 F: (08) 8445 7454  
E: dl.0497\_info@schools.sa.edu.au  
www.wvilleps.sa.edu.au

## Attendance Policy

Woodville Primary School understands and acknowledges the strong correlation between student learning, longer term life outcomes and attendance at school. It is, therefore, committed to maximising attendance and participation and minimising unexplained absence or lateness from school.

### **Action**

- Establishing shared responsibility for attendance between students, families and the school.
- Developing yearly action plans to analyse data, set targets and assist in the management of the Attendance Policy.
- A student's attendance and lateness are aspects of analysis and inquiry in the Student Review process and may become part of Individual Student Learning Plans
- Special measures are undertaken for targeted populations.

### **Management**

- **Families** are legally responsible for ensuring school attendance of children between the ages of 6 and 17. This includes:
  - Ensuring children arrive by 8:45am and stay until dismissal at 3:05pm
  - Explaining absences and lateness by note, phone call, skoolbag app or in person
  - Signing students in and out via the front office
  - Applying for exemptions for extended absence using Department for Education proformas.
- **Students** are responsible for aspects of their own attendance. This includes:
  - Reporting to the front office when arriving late or leaving early.
  - Ensuring that notes to and from school regarding attendance and lateness are delivered.
- **Staff** are responsible for the day to day management of attendance. This includes:
  - Recording absences in biro using appropriate codes on the roll and sending them it to the office before Recess time (10:30am) each day.
  - Managing data; e.g. adjusting codes as necessary, recording absence and lateness on report cards and providing commentary on lateness and absence for the Student Review.
  - Establish expectations and routines which encourage punctuality
  - Initiate home contact when a child is absent on the third consecutive day or when lateness or absence is unexplained or at an unreasonably high level.
  - Using correct paperwork including yellow and purple forms, and recording responses in roll book.
  - Initiating investigation on matters of unreasonably high levels of absence and or lateness.
- **School leaders** are responsible for whole school management of attendance and intervention as appropriate. This includes:
  - Providing a structure of support for roll books and attendance and lateness data management.
  - Developing and supporting strategies to improve attendance through an Attendance Action Plan.
  - Communicating with families about children with significant or unresolved absence or lateness.
  - Investigating and referring unresolved attendance issues to the Regional Attendance Counsellors.
  - Approving applications for temporary exemption from school attendance for family travel up to 12 months.
  - Reporting to the community regarding trends for lateness and absence.

Please also note:

- Roll books are a legal document; the information and data recorded within must be accurate and prompt.
- High expectations, early intervention and consistency are key elements of a successful Attendance policy.

Policy ratified by staff: Date: 12/6/2018  
Endorsed by Governing Council: Date: 18/6/2018  
Review date: 18/6/2020

