School Attendance Policy

Rationale/ Purpose:
St Jakobi Lutheran School is committed to educational excellence. At St Jakobi Lutheran School we work in partnership with parents/caregivers to provide students with sequenced learning opportunities that will provide a solid foundation for each child’s future.

Research shows that success in learning is directly proportional to regular attendance in educational programs. Parents/caregivers and students need to maximise attendance at school to gain optimum benefit from their education. Regular attendance at school is a shared responsibility between parents/caregivers and the school.

Conversely non-attendance at school is correlated with under achievement in primary school, absenteeism during adolescence and can cause difficulties in adult life. Absence from school can limit a student’s achievement of essential building blocks of knowledge and skills that ultimately lead to ineffective participation in work, relationships and active citizenship.

The Education Act 1972 provides for compulsory attendance of any child required to be enrolled, which is between 6 to 16 years, at the school at which he/she has been enrolled, on any day on which instruction is provided at the school. Whilst there is no legal requirement for children aged between 5 and 6 to be enrolled at school, once enrolled, there is an expectation that students will attend on a regular basis.

Early identification of and intervention in poor attendance and/or habitual lateness issues leading to change are known to improve learning outcomes for students.

Definition:
In line with this, at St Jakobi School Lutheran School we will:
• Foster a school climate that promotes the expectation of school attendance
• Foster the development of positive student – teacher relationships
• Communicate to parents the procedure for informing the school of student absences
• Keep accurate daily records of student attendance, including late arrival, using the paper roll/electronic roll as applicable
• Make use of the Student Movement Card system to track student’s attendance at school at any given time (APPENDIX 1)
• Follow up any unexplained absences through the front office via a phone call or text message
• Give opportunity for teachers to communicate to Principal concerns regarding students with frequent absences or habitual lateness
• Check student attendance records at the end of each term to ascertain students with frequent absences or habitual lateness
• Follow up concerns about attendance and/or habitual lateness with an interview between Principal and parents/caregivers, identifying reasons for absence or lateness and developing and documenting strategies to improve attendance
• Inform parents of their legal responsibilities in relation to attendance and possible implications of non-compliance
• Make referral to, and seek support from, agencies and support services when a student’s pattern of attendance becomes irregular
• Inform DECD student attendance officer of irregular pattern of attendance or non-attendance
• If student absence severe, make Mandatory Notification as appropriate, document and archive
• With support from appropriate outside agencies, explore strategies that enable student attendance when legitimate obstacles or circumstances occur that make attendance difficult
• Engage students in their learning through quality curriculum, teaching and learning, and relationships, and appropriate structures and processes to motivate student attendance
• Approve applications for exemption from attendance of one month up to 12 months (refer to Student Leave During School Time Policy)
• Deal effectively with issues of bullying/harassment which may be the base cause of student lateness and/or absence (Refer to Anti-Bullying Policy)

Appendix: Student Movement Cards
Other policies applicable to this policy:
  • Anti-Bullying policy
  • Student Leave During School Time policy
  • St Jakobi Emergency Policy And Procedures - Invacuation And Evacuation

Date Implemented:
Date of Review:
Appendix 1

Student Movement Cards

Procedure

This procedure has been developed for the safety of ALL our students and to abide by the Education Act 1972 regarding the compulsory attendance of children at school from 6 to 16 years of age. It also falls under the banner of the Lutheran Schools ‘Safe School Framework’.

Late Students (after 9am)

When students arrive after 9am they must come to the front office to collect a yellow card. This ensures Admin staff have been notified the student is late and not absent. Admin will adjust the roll. Please collect the card from the student and place in class tray so it can be returned to the office.

Early to Leave School (before 3:20pm)

Parents must present at the front office and sign student/s out before collecting the student/s. They will be given a red card for each student that is leaving and the cards should be presented to each child’s teacher. This ensures Admin staff are aware of the students at school at any given time. Please collect the card from the student and place in class tray so it can be returned to the office.

Students Returning Card

When students return to school from a dentist appointment etc. they need to collect a green card from the front office so we know the student has returned and are aware of the students that are at school at any given time. Please collect the card from the student and place in class tray so it can be returned to the office.