

## Attendance Policy

### Underlying Principles

Students need to maximize attendance at school to gain optimum benefit from education.

Ensuring regular attendance at school is a shared responsibility between parents/caregivers, the student and schools. Schools are required under the Education Act 1972 (SA) and the Education (Compulsory Education Age) Amendment Act 2007 to ensure that students enrolled at their school are attending school or participating in an approved learning program and to maintain the appropriate attendance registers.

Research has shown that once students have begun to absent themselves from school, and the initial cause of this remains undetected or unexplored, it is likely that the pattern of absence will continue and escalate through the student's subsequent school career. Late arrival / early departure at school through primary years is often related to non-attendance during secondary school.

### Policy

- 1: Immanuel Gawler will keep attendance records of all students and report each semester to parents the attendance rate of their child/ren.
2. Parents/Caregiver of students not accounted for on a daily basis will be NOT be contacted initially, however, should the absence continue over a short period of time then contact will be made for an explanation.
3. In certain circumstances, Immanuel Gawler may need to / will seek the assistance of external agencies, i.e. AISSA or a specific government department in responding to an extended absence or continued non-attendance.
4. Where parents/caregivers wish to remove their child from class during term time for the purposes of leisure or non-school related activities, permission should be sought from the school. Where absences longer than 10 school days are planned, it is appropriate to apply for an exemption from school for this period. Exemptions are not automatically granted and are dependent on a decision by the Principal.
5. For extended absences (greater than a month) relevant Government Departments (DECD) are to be contacted by requesting families for appropriate permissions.
6. A student who has been suspended will be deemed to be absent. Students who are on camp, school sporting activities or off-site on school based activities will be deemed to be not absent.
7. The school will, from time to time, use attendance data to analyse trends of student attendance.
8. The school will comply with all State and Federal requirements regarding the reporting of student attendance to relevant authorities.



## **Bases of Discretion**

- 1: Poor attendance is generally considered to be anything greater than 10% of total contact time, however, mitigating circumstances (such as poor health etc) need to be taken in to account for some situations and contexts.
2. The school can grant exemptions up to and including one month at its discretion. Following this DECD approval must be gained.

## **Resources**

Education Act 1972 (SA) <http://www.legislation.sa.gov.au>

Education (Compulsory Education Age) Amendment Act 2007 <http://www.legislation.sa.gov.au>

Australian Education Act 2013 <http://www.legislation.gov.au>