

OUR SCHOOL VISION

**Fulham Gardens Primary School
will be a vibrant community
where a range of learning
opportunities occur in a
supportive environment..**

The key elements of our vision:

- Supportive Environment
- Quality Facilities
- Opportunities
- Real Learning
- Healthy Environment



If you like further information about attendance or you would like to know anything else about our school contact us:

Telephone: (08) 8356 3726
Fax: (08) 8235 1249
Email: info@fulhmgdnps.sa.edu.au
Website: www.fulhmgdnps.sa.edu.au

Fulham Gardens Primary School

Aiming for Excellence. Learning for Life.

Attendance Policy

STATUTORY REQUIREMENTS

A child who is at least 6 years of age but not yet 6 years is of compulsory school age.

A child who is enrolled at school must attend everyday.

Regulation No: 155



Government of South Australia
Department for Education and
Child Development

PARENT RESPONSIBILITIES

Ensure their child's attendance at school to maximise learning opportunities provided.

Where a child is absent from school, parents are requested to notify the school as soon as practicable and provide follow up written explanation of that absence.

Parents of children who will be absent for an extended period of 4 weeks or more, should apply in writing to the Principal for that to occur. For a period greater than one month parents are required to complete an application form (ED 175 - held in the school) which is then forwarded to the Education Department Attendance Officer.

PRINCIPAL'S RESPONSIBILITIES

Principal to follow and implement Administrative Guidelines (S.3:2) in relation to unsatisfactory school attendance.

Principal to send letter home reminding parents of their responsibility in cases where students are late/absent on more than 5 occasions per term.

Principal to send an Absentee Form E.D. 170 to the parents where the Principal considers a written explanation might be required by the Area Attendance Officer.

Unsatisfactory school attendance of children under compulsion must be reported on E.D. 171 (completed by the class teacher), handed to the Principal and then the TASS Manager marked 'Attn - School Attendance Counsellor' within ten (10) working days from the issuing of Form E.D. 171 to the parents.

SCHOOL RESPONSIBILITIES

Inform parents of their responsibilities in relation to their child's attendance at school.

Keep accurate, up to date records of each child's attendance and absences via the roll book for each class/year level group (refer to procedures for marking the roll in front of the Roll Book) and follow up any "U" codes.

Communicate to parents and students the importance of establishing regular attendance patterns at this level: Talk to Governing Council; newsletters; explain to enrolling parents; in schools' information booklets; work with SRC; link achievement levels with attendance when reporting to parents.

Analyse attendance data – Male/female; year levels; classes, patterns of individual's absences.

Look for correlations in attendance – Family complexity (anecdotal)/siblings; peer group; ATSI/school card; transience; lateness' past record (get information from primary/preschool).

All written explanations, replies, medical certificates are to be endorsed, dated and kept by the class teacher and/or school for a period of one year or as required.

LATENESS

TEACHER RESPONSIBILITIES

Children who arrive at school after 8:50am are recorded on the roll with a (L) signifying lateness and reason.

Names of children who arrive late are to be sent to the front office as soon as possible to avoid front office staff phoning parents/caregivers seeking an explanation for their child's absence (as per school procedures).

Names of children who are late more than two mornings in a week with no explanation given, are to be given to Principals who will telephone parents/caregivers to discuss this issue.

PARENT RESPONSIBILITIES

Ensure their children arrive at school at appropriate times (between 8:30am and 8:45am). Just five minutes late each day results in students missing 25 minutes of school each week and adds up to students missing a whole day of schooling each term.

Contact school as soon as practicable to notify class teacher of their child's lateness and reason for that.