NOTIFICATION OF NON-ATTENDANCE

Date(s) of non attendance: …./……./……

Child’s Name: …………………………….

Class: …………………………………………

(tick appropriate box)

☐ Absence  ☐ Lateness  ☐ Leaving Early

Reason: (must be stated eg Family illness, Family reason, Appointment)

…………………………………………………

…………………………………………………

Signed Parent/ Caregiver: ………………………………………

Date: ……./……./……

What should I do if my child refuses to go to school?

Contact the school and seek assistance from either:

• Classroom Teacher
• A member of the Leadership Team

What kind of assistance is available?

• Discussion of issues and concerns.
• Referral to other support groups.
• Assessment of student learning needs.
• Negotiation of student learning.
• Investigation of alternative learning pathways.

For further advice please contact:

PRINCIPAL: Anne Rathjen  8322 3677
DEPUTY PRINCIPAL: Bruce Norris  8322 3677
Introduction

The Education Act 1972 requires all children aged from 6 to 16 years of age to be enrolled and attend school regularly.

Under the Education Act, parents and/or caregivers are held responsible for the regular attendance of all children in their care.

At Hallett Cove East Primary School, children who are of school age but younger than 6 are also expected to attend school regularly, once they have enrolled.

The Attendance Policy and Procedures at Hallett Cove East Primary School encourage and support children to participate fully in and gain maximum benefit from schooling. While at school, students are expected to be punctual, both in the morning and after breaks, and participate appropriately in work, routines and class expectations.

Why is Regular Attendance Important?

The more a child participates, the more he/she will learn and the greater the benefit for future options in life.

Getting the maximum benefit from school has shown that it develops skills and attitudes such as: self discipline, punctuality, time management and social skills to live and work successfully with others. It also creates a more positive perception by others about the child if they have a good attendance record.

Does my child need to attend school each day?

Yes, unless you have provided the school with an acceptable reason preventing your child’s attendance such as:

- Your child is too sick to attend (e.g., your child has an infectious disease)
- Your child is undergoing treatment (e.g., for headlice)
- Your child is incapacitated by injury preventing movement around the school
- Your child is accompanying you on a family holiday, which cannot be arranged in school vacation time. In this case an Exemption From School Attendance form will need to be completed. Please contact the front office for this form. Approval from the Principal can be given for a period of up to four weeks. For longer periods of time, DECD needs to approve the exemption.

Patterns of unexplained absence will be referred to the Leadership Team.

Whenever your child is absent from school and we have not been notified, the school will contact you by text.

A doctor’s certificate may be requested for absences of 3 or more consecutive days when your child is ill.

If your child is going to be absent please contact the school by no later than 8:45 am.

If a student needs to leave before 3:05 pm Parents/Caregivers are asked to notify the teacher using the Notification of Non-Attendance forms, in the Communication Book or Diary, stipulating the time and reason for early departure. When collecting students, Parents/Caregivers are asked to check children out through the Front Office. Students will be collected from the Front Office.

If a student will be late into class in the morning Parents/Caregivers are asked to phone the school. Parents/Caregivers are then asked to accompany their child to the office to check in on arrival.

For more information, please see the Attendance Policy and Procedures

Did You Know?

If a child is absent for 5 days every term, he/she would have missed more than a year of school by the time he/she has finished Year 12.

Research shows that one day missed takes four days of effort to catch up.

PLEASE NOTE that as of January 2015, the school now uses the Daymap Rollmarking application to monitor and track all attendance.

What do I do if my child is absent, late or needs to leave early?

- Students are expected to be at school from 8:30 am and in classrooms by no later than 8:45 am.
- If a student is absent Parents/Caregivers are asked to notify the school by phone or in person, and a written explanation using the Notification of Non-Attendance Form (shown on the back of this brochure) in the Communication Book or Diary, is required as a follow-up. It is the responsibility of Parents/Caregivers to provide an explanation for absence.

If possible, dental and medical appointments should be made out of school hours.