



## Fairview Park Primary School Attendance Policy Preschool – Year 6

### This policy is based on the following principles:

- Society has a responsibility to prepare young people for successful participation in learning and the broader community.
- Families, society, peers and educators and other significant adults influence the life choices of young people.
- Families have a responsibility to ensure that their children attend school.
- Attendance has benefits and consequences that increase life choices.
- Individuals are able to accept responsibility for their participation in educational programs according to their level of development.
- Continuity of relationships and learning in an educational program is dependent upon attendance.
- Attendance is a shared responsibility between the staff of preschools and schools, families, children and students, and members of the wider community.
- Attendance is critically linked to the quality of the curriculum, teaching and learning, and the development of relationships, which then foster improved learning outcomes and increased wellbeing for individuals and groups.
- Participation in educational programs fosters the development of personal and social skills.

### Importance of regular attendance:

The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programs. It is crucial that children and students develop habits of regular attendance at an early age, even from the time they are enrolled in a preschool setting.

Students who have poor patterns of attendance are at risk of not achieving their educational, social or psychological potential and are disadvantaged in the quality of choices they are able to make in later life situations. These learners may:

- Be socially isolated.
- Place themselves at risk of harm during times of absence.
- Be more likely to be involved in socially unacceptable and/or illegal activities.
- Have gaps in their knowledge and understanding of basic concepts.
- Feel insecure in the preschool or school environment.
- Be more likely to leave school early.
- Be over-represented in the juvenile justice system.
- Be the victims of bullying and harassment.

Once learners have begun to absent themselves from preschool or 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 at school through the primary years often related to non-attendance during secondary school.

### Early warning signs:

Early intervention for students at risk of developing irregular patterns of attendance is crucial in order for these patterns to be reversed.

Indicators of students at risk of developing these patterns include the following:

- Frequent lateness
- Leaving school early
- Missing lessons
- Being the victim of bullying and harassment
- Learning difficulties
- Many days absent, either through illness, unexplained reasons or family commitments
- Unresolved issues with school personnel (staff or students)



- Social or emotional issues
- Difficulties at times of transition
- Health issues experienced by the student and/or family members

## Benefits of regular attendance for students:

- Getting the maximum benefit from school will optimise life choices.
- Attending school regularly will develop skills and attitudes that will help them to be successful in later life. These include self-discipline, punctuality, being organised, and keeping to routines.
- Regular attendance leads to an increased likelihood of being successful at school.
- Attending regularly leads to making friends and learning to maintain relationships over a length of time.
- The acquisition of social skills necessary to live and work successfully with others.
- It is safer to be at school than unsupervised away from school.
- Children will be more positive students if they have a good attendance record.
- Attending school provides opportunities for socialising with friends.
- Good attendance will mean that students will learn more and will be more likely to enjoy school.

## Benefits of regular student attendance for educators:

- You are able to fulfil your responsibilities to the students in your care.
- There will be improved learning outcomes.
- Less complex management of the learning program as you will not need to re-teach parts of it to students who were away when you introduced something new.
- Less complex classroom management because you will not need to help students re-establish relationships following periods of absence.
- You will be able to help students develop habits such as punctuality, self-discipline and organisation, which will be of value to them in everyday situations.
- Resources currently being spent on following up absences can be spent on the classroom program.

## Benefits of regular student attendance for families:

- By encouraging regular attendance you will know that you have positively influenced your child's education.
- You will know that your child is safe at school and not at risk elsewhere.
- You will know that your children are learning more appropriate things than if they were truanting.
- You will enjoy more structured family routines.
- Your child is more likely to finish year 12 and have broader opportunities.
- You will avoid a fine or legal action due to your child's poor attendance at school.

## Benefits of regular student attendance for the community:

- As a member of the community and a participant in this initiative, you will have contributed to the next generation of community leaders.
- Through addressing this initiative, you have an opportunity to work in partnership with schools to achieve a shared goal.
- You will be supporting young people in being less likely to be involved in crime.
- You will be helping to ensure that young people are spending their days safely.
- The community as a whole will experience less cost, both financially and socially.
- Regular attendance by students will promote an increased level of safety for all



## Procedures:

The music will sound at 8:50am to signify the start of the school day. Students should be in class by this time.
Families are requested to advise the front office prior to the start of the school day if their child/ren are going to be absent. It is advisable to also provide written communication explaining the student absence. A certificate from a qualified medical practitioner is required for student absences for three consecutive days or more.
The teacher will call the roll between 8:50am – 9:00am. Any student absent when the roll is called will be marked as an unexplained absence for the day if the school has not received notification as to the reason for the absence. This will be adjusted if families provide information at a later time. Any student arriving at school after 8:50am must report to the front office and obtain a 'late slip' from the front office staff. The student will then proceed to class and give the late slip to the class teacher.
The roll is submitted to the front office each day by 9:30am.
Early departure - families report to the front office. Family member signs child/ren out and either goes to class to collect child or teacher is notified and child/ren meets parent/carer at front office.
The details of each child's attendance (absence, lateness, early departure) are recorded electronically via Academy and in the DfE EDSAS software. Class teachers and front office staff will bring persistent lateness/early departures and absenteeism to the notice of Leadership for action.
Following three consecutive days of unexplained absence the class teacher will contact the family. If unsuccessful the matter will be referred to the leadership team for action. This may include a home visit by leadership and the class teacher and the matter reported to the Attendance & Engagement Officer.

## Ways for families to communicate student absence to the school:

- Phone: 8251 2717 - office hours for phone messages are 8:30am to 3:30pm weekdays. An answering machine service is available for messages outside office hours.
- Class Dojo
- In writing:
  - Write a note in the Student Diary or Communication Book
  - Send a signed and dated note/letter with a sibling/family member/friend to the front office or class teacher
  - email: [dl.1103.info@schools.sa.edu.au](mailto:dl.1103.info@schools.sa.edu.au)
- In person: provide details to the front office or to the class teacher

At Fairview Park Primary School we are committed to implementing strategies to improve student attendance rates. As at 2023, the DfE target for attendance across the system is 95%. This is also the target for Fairview Park Primary School. We will continually work to support students and families to achieve or better this attendance rate.

## Appendices

Appendix 1: Absenteeism Flow Chart

Appendix 2: Procedures for Addressing Student Attendance Concerns – via Student Diary, Communication book, Class Dojo, phone call

Appendix 3: Student Attendance Improvement Plan

Governing Council endorsed: 2023  
Review: 2025

Teamwork

Excellence

Accountability

Confidence

Honesty

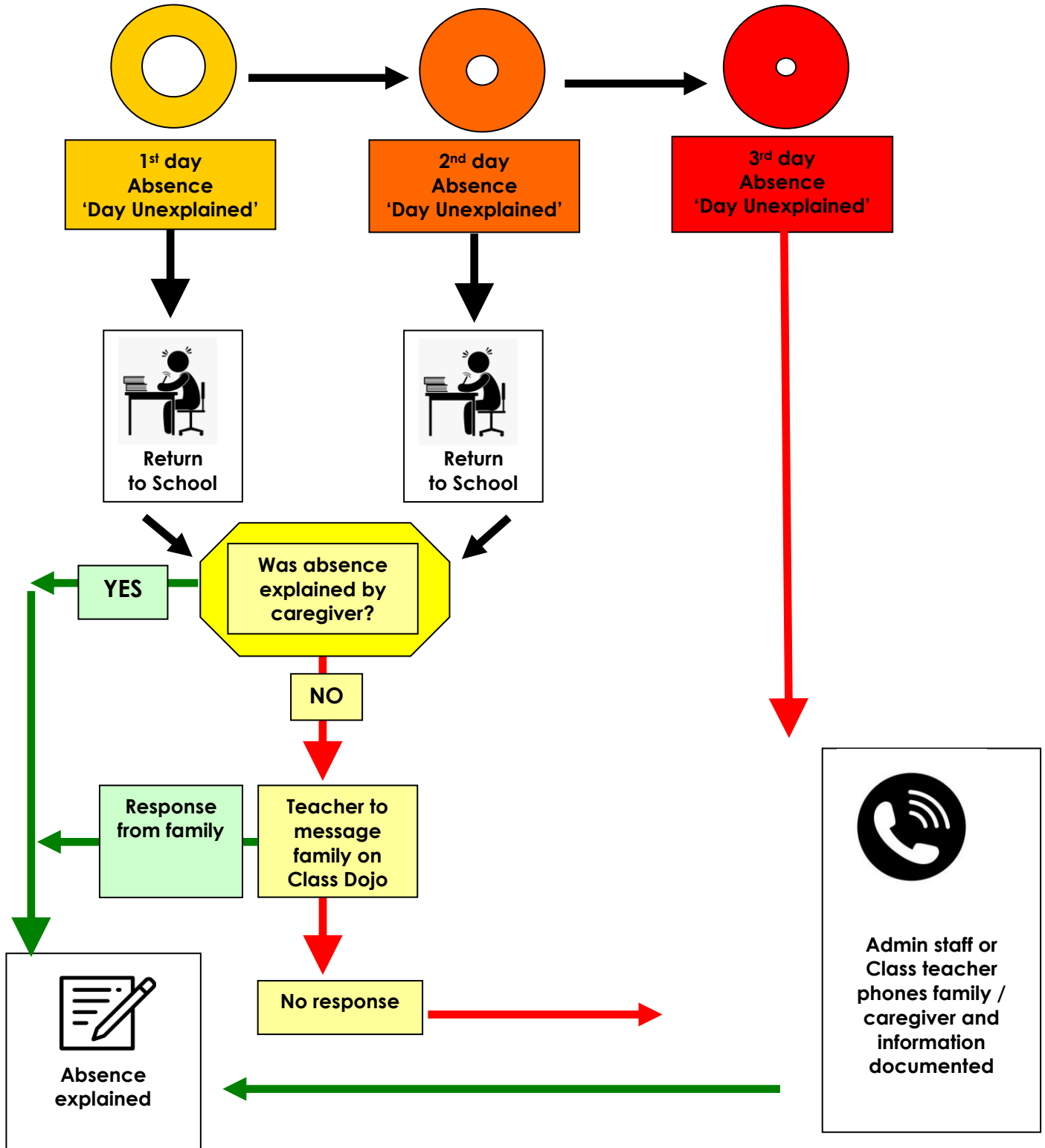
Respect





## Appendix 1

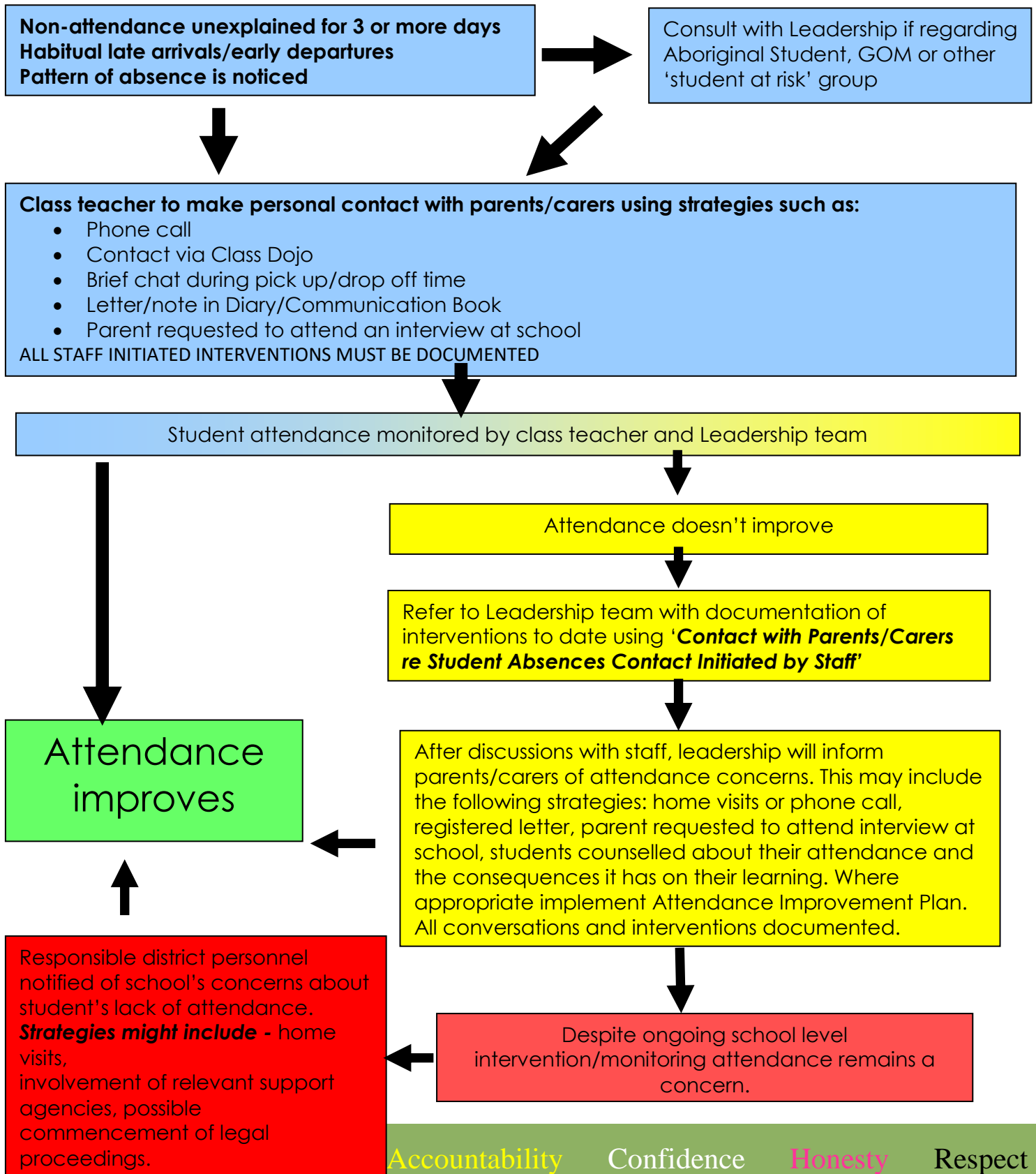
### Absenteeism Flow Chart





## Appendix 2

### Procedures for addressing Student Attendance Concerns





## Appendix 3

### Student Attendance Improvement Plan

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Present:** \_\_\_\_\_

Identified needs or areas for improvement	Goals or task	Expected outcome	By whom	By when

**Student signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent / carer signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School delegate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attendance and Engagement Officer:** \_\_\_\_\_

**Date:** \_\_\_\_\_