

Renmark Primary School

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RESPECT

EXCELLENCE

SELF BELIEF

TRUST

ATTENDANCE INFORMATION FOR PARENTS

IS YOUR CHILD AT SCHOOL?

- ❖ Lesson times are 9.00am to 3.30pm.
- ❖ A teacher is on duty from 8.30am for students to begin arriving at school.
- ❖ If a student is going to be away, please ring the school to let us know or send a written note when the student returns.
- ❖ If the student is late; please remind your child to report to the front office.
- ❖ The school will contact you if any absence is unexplained or when regular absences occur.

IMPACT OF BEING LATE OR AWAY FOR YOUR CHILD BY YEAR 10:

- ❖ 5 days a term away equals up to more than 1 year missed, 220 days.
- ❖ 1 day a week equals up to 2 years and 1 term missed.
- ❖ ½ hour late equals up to 1 year and 1½ term's away.

COMPULSORY ENROLMENT AND ATTENDANCE AT SCHOOL

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

IS ATTENDANCE IMPORTANT?

YES: Too much school missed means children fall behind in their learning and are at risk of not forming strong friendships with other students.

SHOULD MY CHILD BE ON TIME?

YES: Arriving late can make children feel embarrassed. Entering a class late disrupts the class and distracts other children from their learning.

MUST I SEND MY CHILD TO SCHOOL?

YES: Parents/Caregivers are legally obliged to ensure their child/ren's attendance and punctuality at school until they are 17 years of age.



MUST I SEND MY CHILD EVERYDAY?

YES: Unless your child:

- ❖ is sick.
- ❖ has an infectious disease (like chicken pox); is vomiting or has diarrhoea.
- ❖ is incapacitated by injury preventing movement.
- ❖ is accompanying the family on a holiday, that cannot be arranged in school vacations.

The school must be provided with an acceptable reason for the child's non-attendance.

EXEMPTIONS: Any absences of 3 days or longer require the completion of an Exemption form (ED175). The principal can approve temporary exemptions for family or overseas travel for up to 12 months. Applications for family travel greater than 12 months must be sent to the Central Delegate for approval.

MUST I NOTIFY THE SCHOOL IF MY CHILD HAS BEEN AWAY?

YES: You are required to notify the school of any absences on the day or as soon as possible. A phone call to the Front Office or a note in the student's diary is acceptable.

WHAT SHOULD I DO IF MY CHILD NEEDS TO LEAVE SCHOOL DURING THE DAY?

Where children are required to leave school during the day; a note, phone call or personal message from the Parent/Caregiver is required. The child must be signed in and out of the Front Office as they leave and return.

WHENEVER POSSIBLE, DENTAL AND MEDICAL APPOINTMENTS SHOULD BE MADE OUT OF SCHOOL HOURS

SHOULD I NOTIFY THE SCHOOL IF MY CHILD REFUSES TO GO TO SCHOOL?

YES: Contact your child's teacher, the student wellbeing leader or the principal. We will work together to assist attendance. It is best to let us know sooner rather than later.

WHAT ASSISTANCE IS AVAILABLE IF STUDENTS REFUSE TO ATTEND SCHOOL?

The student wellbeing leader will make a referral to the DECD student attendance and engagement officers if necessary. Student attendance and engagement officers are members of professional teams providing services to students, parents, caregivers and school staff to help resolve issues that may prevent children from attending successfully.

WHAT IS THE ROLE OF AN ATTENDANCE AND ENGAGEMENT OFFICER?

Officers assist by:

- ❖ Visiting parents and students at home and consulting with parents or caregivers.
- ❖ Identifying reasons for non-attendance and making appropriate referrals.
- ❖ Monitoring student attendance and reviewing progress as necessary.

K:/Clerical/Enrolment

