

ATTENDANCE POLICY

Policy Number: 002

Created Date: 2008

Updated Date: 2015

Next Review Date: 2018



Aim

To maximize student learning opportunities and performance by ensuring that children required to attend school, do so regularly, and without unwarranted absences.

Rationale

The *Education Act (2009)* requires that children of school age (six to seventeen years) who are residents in South Australia are required to be in full-time attendance at a Government or registered Non Government school. Children may only be exempted if they are receiving approved home tuition, correspondence education have been employed in full time work, or have been granted an exemption by the Regional Director.

Example of excused absences:

- Illness/injury
- Doctor/Dental/Counseling appointment
- Family emergencies
- Death in the family
- Impassable roads due to inclement weather

Examples of unexcused absences:

- Absences without notification
- Family Vacations without consultation
- Oversleeping or being tired without consultation
- Forged illness
- Private lessons unless pre-arranged with College
- Missing the Bus
- Suspension or expulsion from school

Implementation

- Education is a sequential process. Absences often mean students miss important stages in their learning development, causing them to find "catching up" difficult.
- Absenteeism can contribute significantly to student failure at the College.
- All enrolled students at Navigator College are required to attend College unless reasonable and valid grounds exist for their absenteeism. (Illness is reasonable grounds for an absence, shopping excursions, concerts or parties are not.)

- Parents of students attending Navigator College have a responsibility to ensure that their children attend regularly.
- Parents have a further duty to provide a written note to the College explaining why an absence has occurred.
- The written diary note, which will be kept on file, is needed when a student is absent. The note should be taken to the office at the beginning of the day the student returns. It is the student's responsibility to make sure the office receives the note. If a written note is not turned in within two days of the student's return, the absences will be considered unexcused.
- Long term absences must be explained and as such parents need to provide the College with a doctor's certificate if their child is sick for longer than 3-5 days.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at the College.
- If absences are excessive, consideration will be given to retaining the student in the current grade.
- The Principal has a further duty of care to investigate unexplained absences, and ensure that high levels of absenteeism have an adequate explanation.
- Contact will be made with parents of students who have unexplained or inappropriate absences to develop and implement strategies to minimise absences.
- Parents must inform the College if the child is to leave the school grounds during the normal school day. Parents must also inform the school who will be collecting and returning the child.
- Continual unexplained absences or lack of cooperation regarding student attendance will require a formal attendance conference involving Principal/Head of School, parents and relevant staff. Unresolved attendance issues may be reported to the Department of Human Services.
- Student attendance and absence figures will appear on the student's College reports.
- Regular attendance at Navigator College is expected in order to maintain our quality standard of Education. As such it is a partnership between home and school that regular attendance is adhered to and monitored.
- Parents/Caregivers who take a student on extended leave during term time are not to expect class teachers or the College to provide learning activities for their child for that time period. The teacher however may use his/her discretion in this, to make recommendations as to the work that could be carried out.
- For an excused absence, a parent/student may request homework if the request is made to the office by 11.00am on the day of the excused absence. All collectable homework may be picked up in the office between 3.30pm and 4.00pm on that same day. It is the parent's responsibility to obtain any books needed. Students will have the same number of days to make up their work, as they were absent.
- For an unexcused absence, it is the student's responsibly (particularly in Middle and Senior School) to obtain any information and work missed. Teachers are not required to prepare homework in advance of unexcused absence. Work may be provided at the teacher's discretion. No time extensions will be given for homework, test or quizzes that

the student is aware of prior to the absences unless they make arrangements with their teacher before they leave. Work missed (including homework) must be completed within the timeframe determined by the teacher's.