



Good Shepherd Lutheran School

Student Attendance Policy

Introduction

Good Shepherd Lutheran School is committed to educational excellence. At Good Shepherd Lutheran School we work in partnership with parents/caregivers to provide students with sequenced learning opportunities that will provide a solid foundation for each child's future. Monitoring of school attendance enables identification of students at risk and the implementation of appropriate intervention strategies.

Research shows that success in learning is directly proportional to regular attendance in educational programmes. Children and young people who do not attend school regularly may be at risk of not achieving their potential in educational and social development.

The Education Act provides for compulsory attendance of any child required to be enrolled, which is between 6 to 16 years, at the school at which he/she has been enrolled, on every day on which instruction is provided by the school. While there is no legal requirement for children aged between 5 and 6 to be enrolled at school, once enrolled, there is an expectation that students will attend on a regular basis.

At times students will be absent from school for various reasons. As part of legislative requirements Good Shepherd Lutheran School is required to record and monitor absences and take appropriate action to rectify problems of non/poor attendance.

Implementation

Parent/Caregivers Responsibility

Informing the school about your child's absence:

- Students must arrive at school between 8.35 a.m. and 8.55 a.m.
- Students will be marked as late after 8.55 a.m.
- If a student is late for school, it is a requirement that he/she reports to the front office to sign in.
- It is essential that the school is notified by phone/email/Skoolbag App of your child's absence, and the reason for it, before 9 a.m. If the student is not marked in the class roll (as absent or late) parents will be contacted by the school informing them of the absence of the child.

School Procedures

Good Shepherd Lutheran School works with parents and caregivers to encourage attendance:

- The school will foster a climate that promotes the expectation of school attendance
- Front office will contact families at 9.30 a.m. to alert of a child's non-attendance without notification.

- Data collection and reporting systems will be monitored to track individual student attendance. This is to ensure timely identification and provision of support to children at risk of chronic non-attendance.
- Staff will communicate with the Principal to share concerns regarding students with frequent absences or habitual lateness.
- The school will inform parents/caregivers of their legal responsibilities in relation to attendance and the possible implications of non-compliance.
- The school will work with families to develop strategies to resolve attendance difficulties.
- Inform DECD student attendance officer regarding concerns with student non-attendance.
- If student absence is severe, make Mandatory Notification as appropriate.
- Attendance data will be included in Semester 1 and 2 reports.

Teacher Responsibility

- Teachers record student attendance/late arrival daily in class roll books.
- Students not present in class by 8.55 a.m. are recorded as absent if no prior information has been provided.
- Teachers will notify the Principal of concerns regarding student non-attendance or habitual lateness.
- Teachers will check and sign roll books at the end of each term and submit these records to the Principal to co-sign. As attendance data is a legal document these records may be called upon in the case of court action.

Situations where it is acceptable for students to miss school include:

- Child is too sick to leave the house.
- Child has an infectious illness such as gastroenteritis, chickenpox or measles.
- Child needs to attend medical or dental appointments that could not be made outside of school hours.
- Significant family events, e.g. bereavement.
- The Principal is provided with a genuine reason that prevents the child from attending school.
- The child has been granted an exemption from school (Exemption form A for students 6 – 16 requesting leave of less than one month – approved through the Principal. Exemption form C is for conditional exemptions under exceptional circumstances e.g. disability, medical, part-time attendance. Conditional exemptions require supporting documentation which is submitted to the Association of Independent Schools South Australia Director who will present it to the Minister for consideration.)
- The child has been sent home or suspended from school for disciplinary reasons.

References

The Education Act 1972

AISSA, Student Attendance: Policy Guidelines

Golden Grove LS Student Attendance Policy

St. Jakobi LS Attendance Policy

This policy was ratified by GSLS Governing Council May 2018
Date for review: May 2021