



Lateness

The start of the day is the most important part of the day.

When students are late, they not only miss some of the most important learning of the day, they also disturb the learning of those students who were at school on time.

While we understand that issues occur which contribute to occasional lateness, consistent lateness has a great impact on class processes and is frustrating for teachers and students. As parents, we need to teach our children the importance of punctuality, a skill they will take with them into their adult and working lives.

*Not sure?
Contact our front
office staff.*

Our front office staff members are happy to support you should any issues arise.

You may leave a voicemail message on the school's message bank during out of school hours. These will be passed on to the teachers.

You may also access:

Temporary Exemption:- if it is known that a student will be absent for 5 school days or more, due to family travel/holiday, medical condition or other conditional, it is a school requirement that an Application for Exemption form (Form C) is completed by the student's parent/caregiver and approved by the Principal. Administration Officer to update roll books/EDSAS.

Exemption:- For absences greater than 1 month, due to family travel, medical condition or other (conditional) reasons, an exemption can be sought through the Manager of the Regional Support Services.

If in doubt ask!

Mypolonga Primary School

Attendance Policy

Reviewed Term 1 2018

Our values are:

Teamwork

Integrity

Generosity of spirit

Excellence

Respect

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Our Attendance Target

Explained absences are those where parents and caregivers notify the school when their children are absent.

Unexplained absences occur when the school is not informed by parents and caregivers about why their child has not attended school.

Our target is that 100% of all absences are explained by parents and caregivers, by communicating with the school in written or verbal form.

If there are unexplained absences at the end of the week, our Wellbeing Leader will contact the parent/caregiver to ask for the reason of absence.

Absence and lateness data is provided in the mid year and end of year report.



Our Attendance Processes

We need to work together to ensure our students have the best opportunity to succeed at school by maximizing their attendance. In the case of shared custody, both parents will be contacted if there are chronic non attendance or lateness issues.

Non Attendance

Any day absent

Written, email, verbal or phone explanation is provided by the parent/caregiver explaining reason for the non-attendance

No explanation provided by the end of the week

Phone call or email home by Wellbeing Leader to seek reason for absence

Minor Non-attendance

3 unexplained consecutive days absent

Administration Officer or Wellbeing Leader phone call to parent/caregiver to seek reason for absence

Chronic Non-attendance

10 unexplained days absent in a term

or

Pattern of absences over time

Chronic Non-attendance meeting held with parent/caregiver, teacher/principal, and, ACEO if required, and an 'Attendance Plan' and future meeting time agreed upon.

Regional Student Attendance Counsellor

Attendance Referral submitted for ongoing poor attendance

Information of non-attendance or poor attendance collated and referred to Regional Student Attendance Counsellor

