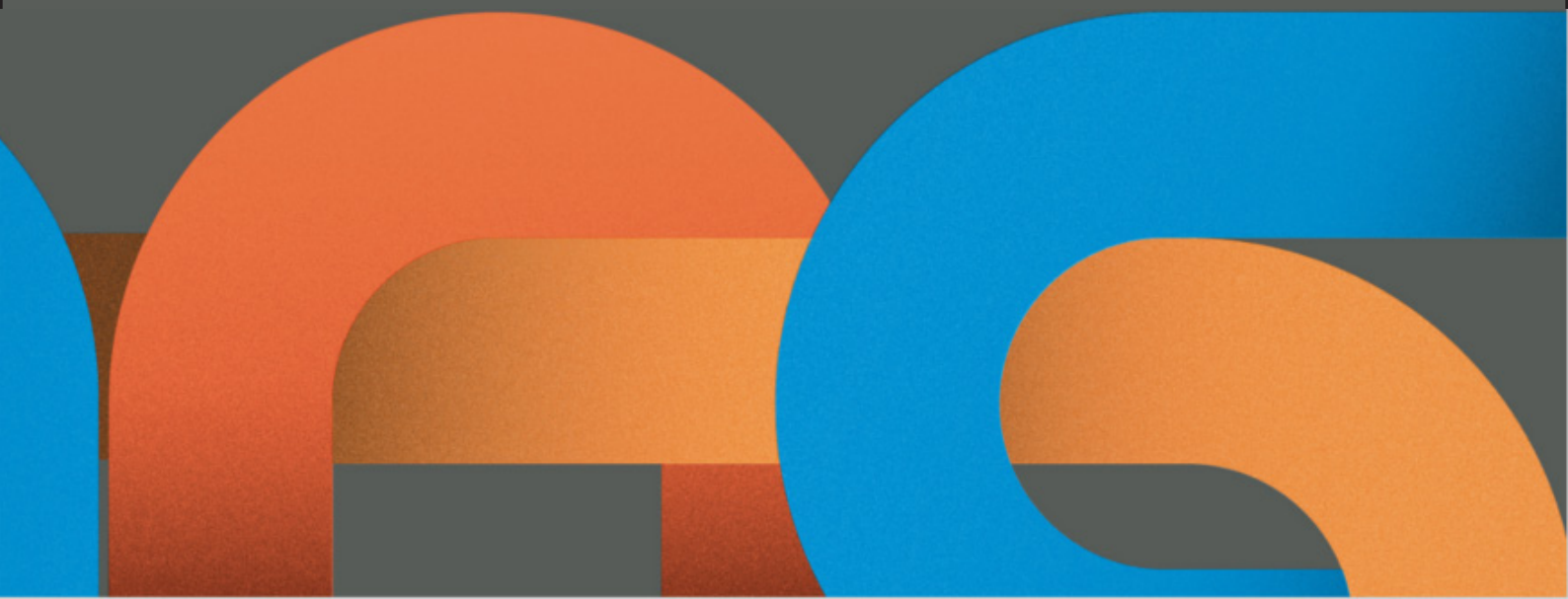




Aldinga
Payinthe
College.

Policy
Attendance



Our college pillars: Inspire, Connect and Belong, shape our way of being and highlight how we relate to each other and our environment, respond to the aspirations of our community and design our learning. Our Attendance Policy reflects this context.

RATIONALE

The Attendance Policy sets out expectations, roles and responsibilities relating to the attendance of learners at Aldinga Payinthe College.

SCOPE

The Attendance Policy applies to learners at Aldinga Payinthe College from the age of 6 until they turn 17. Whilst attendance at the college by learners outside this age range is not compulsory, it will be encouraged as part of the college's broader efforts to support ongoing learning and improvement for all learners.

RELEVANT POLICIES

This policy should be read in conjunction with the Department for Education's [Attendance policy](#).

BACKGROUND

Research shows that regular attendance at school is directly related to learners' achievements and a sense of belonging. Learning is cumulative and can be disrupted if learners consistently miss school.

Attendance at the college is compulsory for all learners from the age of 6 until they turn 17, as specified in the [Education and Children's Services Act 2019](#). Families (parents or legal guardians) can be prosecuted if they do not ensure their child goes to school.

DEFINITIONS

Learners can be absent from the college for many reasons. For the purposes of this policy the college uses the following definitions to identify learners at risk:

- Habitual non-attendance: Absent for 5 to 9 days in a term for any reason.
- Chronic non-attendance: Absent for 10 or more days in a term for any reason.

IMPLEMENTATION

The college supports attendance of learners by:

- Working with the community to develop positive attendance habits.
- Providing a safe, inclusive, and culturally respectful environment, and using effective and consistent practices to monitor and manage absences.
- Promoting the importance of education from their early years and throughout their schooling.
- Enacting rigorous procedures for tracking, monitoring, and responding to non-attendance.
- Actively engaging and including all learners and their families.
- Providing support to address the barriers to attendance, learning and wellbeing.
- Monitoring attendance to make sure progress is documented and support services are in place.
- Evaluating the need for further or ongoing support and referral for additional support.

ATTENDANCE EXPECTATIONS

The college's primary and secondary learning communities have a set daily timetable. This timetable commences at 9:10am each day and finishes at 3:25pm.

The preschool operates from 9:10am to 3:10pm (5 days/fortnight) and families are encouraged to contact the preschool whenever their child is unable to attend.

ATTENDANCE RESPONSIBILITIES

The responsibilities of learners, families, and college staff to ensure regular attendance are outlined below:

Responsibilities of Learners

- Attend the college every day it is open unless they are ill or have an approved exemption.
- Arrive at the college, and all lessons and activities on time.
- Participate positively in all learning activities.

Responsibilities of Families

- Make sure their child attends the college every day it is open unless they are ill or have an approved exemption. For illness related absences of three days or more a medical certificate must be provided.
- Be responsible for their child's travel to and from the college.
- Make sure their child arrives at the college on time, between 8:50am and 9:10am.
- Inform college staff of their child's absence and the reason for their absence.
- Provide the college with their child's most up-to-date contact details.
- Provide an explanation if their child is late or must leave early. The college will have a range of methods of communication available to allow this to take place easily and efficiently.

Responsibilities of College Staff

- Make sure all parents and carers are aware of attendance expectations, policies, and procedures.
- Accurately record each absence, late arrival, or early departure with the appropriate code.
- Contact parents or carers if there is no explanation for an absence, or if there is a pattern of absences.
- Record contact with parents and carers about absences, including attempts to contact.
- Request a medical certificate from parents or carers where appropriate.
- Consult with the [Social Work duty line](#) if required.
- Record notifications of chronic non-attendance (via the Child Abuse Report Line – [CARL](#)) guided by Responding to Risks of Harm, Abuse and Neglect – Education and Care ([RRHAN-EC](#)) mandatory notification training and the [Mandatory Reporting Guide](#).
- Provide appropriate follow up and support to learners and their families.

The college will develop and have a range of procedures available which will ensure that staff manage these responsibilities consistently.

AUTHORISATION OF EXEMPTIONS

The principal has authority, in certain circumstances, to approve an exemption from the college. Exemptions can be granted for up to 1 month, or up to 12 months for a family holiday.

Before requesting an exemption, families should talk to their relevant Head of Community. Learners must attend school until an exemption is approved.

An exemption is required for absences of more than three school days in a row. This does not include illness.

Families must apply in writing (a form is available upon request). The principal will advise in writing of the decision. A copy is kept in the learner's record folder.

Exemptions of more than 1 month (excluding holidays) must be approved by the department's central office.

Exemptions are counted as approved absences.

Date	7 December 2021
Version	Version 1
Renewal	2022
Owner	Director of Belonging