



DOMINO SERVITE
COLLEGE

STUDENT ATTENDANCE

STUDENT ATTENDANCE POLICY

Approved by DSC School Board
Issue Date: June 2017
Revised: July 2017
Next Review Due: 2020



RATIONALE

Domino Servite College is committed to working with parents/caregivers to maximise learning opportunities for students. To obtain optimum benefit from education, students are expected to maximise attendance at school. Ensuring regular attendance at school is a shared responsibility between parents/caregivers, the student, and the College.

The College is required under the Education Act 1972 (SA) and the Education (Compulsory Education Age) Amendment Act 2007 to maintain an appropriate attendance register.

POLICY

Domino Servite College maintains computerised records of attendance using SEQTA and SchoolPro2 to record reasons for absences and dates of cessation of enrolment. This information may be required for inspection by the Education Standards Board as part of the review of registration and to meet legislative requirements.

In addition to reporting obligations, the College may use attendance data to identify links to school organisation and climate, bullying and harassment, teaching practices, relationships, cultural and social diversity, and personal and family circumstances. Should attendance problems become apparent, staff will consider appropriate strategies to address poor attendance.

Students of compulsory school age (6 – 16 years old) residing in South Australia are required to be in full-time attendance at a school unless exempted by the Minister. Students of older compulsory education age (16 and 17 years old) are required to be in attendance at school or a combination of school and other approved training unless exempted by the Minister.

If a parent or guardian wishes to take their child out of school temporarily or permanently, they are required to apply for an exemption from school attendance. Legitimate reasons for exemption include: family travel or holidays, medical or health reasons, home education, full-time employment, disability or behavior problems requiring part-time exemption from school. Exemptions for part-time attendance are only given under exceptional circumstances and require supporting documentation.

The guidelines in this document ensures the College meets its responsibilities and obligations under State and Federal education legislation.

RECORDING AND EXEMPTION PROCEDURES

- Students are expected to be at school before 8:30am for home group where the home group teacher enters attendance into SEQTA. This must be completed by 9:00am and saved in the system.
- Unexplained absences will be investigated by the receptionist after 9:00am by contacting parents/caregivers of absent students by phone.
- Where a pattern of unsatisfactory attendance is identified, the attendance issue and any action taken is recorded on the student file in SEQTA.
- Students coming late to school (after 8:40am) must be signed in at reception by parents/caregivers.



Likewise, if a student leaves school before the official closing time, parents/caregivers must inform reception by use of the 'student movement log'.

- Where a student is unable to attend school for an extended period of time due to injury or illness, the College will maintain ongoing communication with parents/caregivers regarding curriculum activities and events. Where possible, the College may provide a modified program to assist with recovery.
- Where parents/caregivers wish to remove their child from class during term time for the purposes of leisure or non-school related activities, permission must be sought from the College. If absences longer than 5 school days are planned, parents/caregivers must apply for an exemption from school for this period. Exemptions are not automatically granted and are dependent on a decision by the Principal. The appropriate exemption forms can be obtained from the College office.
- If appropriate, the College will develop and implement strategies attempting to restore a student's attendance in accordance with the College's policy and procedure.

RESPONSIBILITIES

The Principal is responsible for ensuring that attendance of students is maximised and should:

- ensure attendance records are consistently and accurately maintained
- identify accumulated absence and poor attendance patterns
- ensure intervention is documented
- develop and implement attendance improvement plans
- monitor and analyse attendance data and report to the school community through the mandated reporting mechanisms
- ensure procedures, including parent/caregiver notifications are in place to follow up on non-attendance
- ensure that notifications about suspicions of neglect and/or abuse are made

College staff have a responsibility to support the agreed Student Attendance Policy and should:

- provide a relevant and dynamic learning program that seeks to engage all students and offers opportunity for success, thus encouraging regular attendance
- record attendance/absences during home group sessions
- contribute to the analysis of attendance trends and the development and implementation of school attendance improvement plans
- implement school procedures, including parent/caregiver notification, to follow up non-attendance
- make Mandatory Notifications as appropriate



Students enrolled at the College have responsibility to:

- attend school or other educational program during compulsory school ages
- be punctual in arriving at school for morning home group at 8:30am
- engage appropriately in the education program as specified by the College

Parents/caregivers must enrol their child in an education program from 6 years of age (the age of compulsion).

When they enrol their child in the College they accept the responsibility to:

- provide information to the College that may assist planning for the child's learning; for example, medical conditions, developmental milestones and family issues
- enable their child to attend punctually and regularly on every day education is offered and to comply with the education program being-offered
- provide an explanation to the College whenever their child is absent.
- notify reception about late arrivals or early departures
- apply for an exemption whenever their child is away from the school
- work with the College on intervention strategies to improve attendance