



Munno Para

PRIMARY SCHOOL

Respect, Responsibility, Success



Attendance and Lateness Policy

We are committed to providing a safe and supportive learning environment for all students which addresses their education needs. We expect students to be at school all day, every school day unless they are too unwell to attend.

This means that students will be in class ready to start learning at 8.50am and remain until 3pm. Our attendance policy aims to ensure that students are reaching their full potential by attending school all day, every day. When this is not possible, our attendance policy sets out procedures to minimise the impact of non-attendance. It is important that students, staff and parents / carers have a shared understanding of the importance of attending school.

AIMS

Munno Para Primary School has developed the Attendance and Lateness Policy with the aim to:

- Improve student access and participation
- Improve student achievement and success
- Develop lifelong positive routines and practices

RESPONSIBILITIES

SCHOOL RESPONSIBILITIES

- All staff will positively encourage maximum school attendance
- Staff will record daily attendance and submit attendance on Academy by 9.10am each morning
- A text will be sent home for any unexplained absences
- Staff will follow up any unexplained absences and maintain accurate records
- Staff will report any attendance concerns to Wellbeing Leader
- Leadership will ensure that all families are informed of attendance expectations
- The Wellbeing Leader, will follow up extreme patterns of non-attendance
- The Wellbeing Leader will refer cases to the Department for Education Attendance Officer when appropriate.

PARENT RESPONSIBILITIES

- Read and follow the Attendance and Lateness Policy
- Positively encourage maximum school attendance
- Ensure children are ready to start learning at 8.50am and that they are at school until 3pm
- should an attendance concern arise, contact the school for assistance before it becomes an issue
- Notify the school of any absences, part or whole day, via the means set out in the Absence Notifications section of this document

STUDENT RESPONSIBILITIES

- Be prepared and ready for school on time
- Ensure all communication in diaries/class dojo/communication books is given to the teacher / parent / carers
- Request an exemption (ED175) from the Principal for any known extended absences of three days or longer
- If arriving after 9am sign children in using the late arrival procedure at the front office
- Sign children out, via the early departure procedure, at the front office if collecting your child before 3.00pm
- Apply for an exemption for a student whose attendance is affected by a period of prolonged illness or other circumstances related to their personal situation. Parents are required to provide supporting evidence such as medical reports, reports from psychologists / psychiatrists etc.





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- Be responsible for making appointments outside of school hours whenever possible
- Provide the school with a medical certificate if your child is away ill for 3 or more days

ABSENCE NOTIFICATIONS

It is a legal requirement for parents / carers to notify a school of the reason for any absence as soon as it is possible.

Notifications cannot be given by any other person unless there is a formal arrangement with the school.

Notifications can be made via the following methods:

- your child's diary / communication book
- Absentee SMS service 0416 906 257
- emailing the school at dl.1482.info@schools.sa.edu.au
- phoning the school on 82548322
- leaving a message on the answering machine any time before 8:00am or after 4pm
- Class dojo

