

## **DID YOU KNOW**

- Missing one day a week of school from reception to year 10 means missing two years and one term of schooling.
- There is a direct correlation between attendance and achievement.
- Frequent absences make it difficult for teachers who have to continually re-teach information and skills.
- Being half an hour late to school each day from reception to year 10 equals missing one year and one-and-a-half terms of schooling.
- Patterns of attendance/absence are set up in the early years of schooling.
- Being absent five days a term from reception to year 10 adds up to more than one year of missed schooling.
- Poor attendance makes it difficult for students to form positive relationships with their peers.

## ***Purpose Statement***

Our Purpose is to make a difference for our students by identifying and meeting their individual needs, enabling students to learn to the best of their ability in a safe and supportive environment.



## ***Partnership Values***

**RESPECT**

**RESPONSIBILITY**

**CONFIDENCE**

**PERSISTENCE**

# MNEC

## Attendance Procedures

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**In South Australia it is a legal requirement that students between the ages of 6 to 17 years old attend school each day.**

### **Attendance is:**

- being at school, unless there is an acceptable reason
- being at school on time
- participating in learning programmes provided
- being at school until the dismissal time

### **At Mid North Education Centre we believe attendance is important because:**

- it ensures continuity of education and learning
- it enables the development and maintenance of positive interpersonal relationships
- it develops good work habits and a sense of responsibility

### **Responsibilities**

#### **Parents/caregivers will:**

- contact the school for every non-attendance via phone/diary/personal response. If your child arrives late, is leaving early, professional appointments e.g. dentist, doctors
- use positive, open communication with the school
- reinforce the importance of attendance and the value of learning
- inform the class teacher/relevant staff of any 'barriers' to attendance
- be willing to support programmes designed to improve their child's attendance provide the school with up to date contact information and telephone numbers
- provide a doctor's certificate as requested by the Principal
- seek exemption from the Principal if absences will be more than 7 days for planned family circumstances

### **Responsibilities (cont)**

#### **Students will:**

- attend school every day unless they have a valid reason
- participate in all areas of schooling
- respect other's right to attend in a safe, secure learning environment
- be honest, open in communication between home and school eg. by ensuring that notes are delivered and returned

#### **Teachers will encourage maximum attendance by:**

- providing a safe, secure and stimulating learning environment
- developing programmes to meet learning needs of individual students
- use positive, open communication with home
- providing a learning environment that encourages full participation by being relevant, enjoyable and values successes
- gaining insight into the 'whole child' and/or issues preventing attendance
- inducting new children and families into the school culture and procedures



### **Follow up non-attendance: by**

- keeping accurate class roll books in line with DECD guidelines
- seeking reasons for non-attendance/lateness through the stages of:
  - informal parent contact
  - school diaries
  - home visit/telephone

#### **Front Office Staff will:**

- enter attendance records including any reasons
- notify teachers of phone messages concerning attendance

### **Good attendance is paramount to**

- Children achieving success in their learning
- The development of positive relationships

