

## SHORT FAMILY HOLIDAYS DURING SCHOOL TIME

- Principals have delegated authority from the Minister to approve applications for temporary exemptions from school attendance for periods of up to one calendar month.
- Parents/Caregivers should complete an 'Application for Exemption from School' form and forwarding to the Principal giving relevant details of the holiday. Exemption forms are available from class teachers or the Front Office. Parents will be notified in writing if temporary exemption has not been approved.



## LEAVE LONGER THAN ONE MONTH

- If you are going on a long holidays you still need to apply to the Principal.
- All applicants for temporary exemptions exceeding one calendar month, and for permanent exemptions, are to complete an 'Application for Exemption from School' form and forwarded to the Principal.
- This exemption is then forwarded to the DECS District Office for approval by the District Director.



## WHAT IS THE ROLE OF THE STUDENT ATTENDANCE

# SCHOOL attendance matters

### COUNSELLOR?

Student attendance Counsellors are members of the DECS professional team that provides a support service to students and their parents. Their aim is to work with schools and parents/caregivers to provide additional support to students in maintaining regular patterns of school attendance.

### SHOULD I NOTIFY THE SCHOOL IF MY CHILD REFUSES TO GO TO SCHOOL?

**YES!!!**

**You should immediately contact the Principal or School Counsellor to seek assistance.**



# Student Attendance

ATTENDANCE  
INFORMATION  
FOR  
PARENTS/CARERS



South Downs Primary School  
Phone: 8255 6380

[dl1038.admin@schools.sa.edu.au](mailto:dl1038.admin@schools.sa.edu.au)

## **INFORMATION FOR PARENTS** **COMPULSORY ENROLMENT AND** **ATTENDANCE AT SCHOOL**

Under the Education Act of South Australia, parents and /or caregivers are held responsible for the regular attendance of all children in their care.

**There are legal implications for those parents who are unable to demonstrate they are meeting this responsibility.**

### **DO I HAVE TO SEND MY CHILD TO SCHOOL?**

**Yes:** all children between the ages of 6 and 16 **are required by law** to attend school regularly.

### **DO I HAVE TO SEND MY CHILD EVERY DAY?**

**Yes:** Unless

- The child is too sick to attend.
- The child has an infectious disease like chicken pox, mumps or measles.
- The child has an injury preventing movement around the school.
- The child is accompanying his or her parents and/or caregivers on a family holiday, which cannot be arranged in the school vacations.  
***This should be arranged with the Principal prior to the absence.***
- The Principal is provided with any genuine and acceptable reason preventing the child's attendance.

***Wherever possible, dental and medical appointments should be made out of school hours.***



## **MUST I NOTIFY THE SCHOOL IF MY CHILD HAS BEEN AWAY?**

**Yes:** On your child's return to school, a note must be supplied to cover the days missed.

You are also encouraged to contact the school if your child will be away.

If your child has seen a medical practitioner, eg doctor, dentist etc., a note or appointment card from the practitioner will help explain the absence



### **IS REGULAR ATTENDANCE IMPORTANT?**

**Yes: From the first day!**

- If students miss the basic skills in the early years of school, they often experience difficulties later.
- It has been shown that irregular attendance in the junior primary and primary years often leads to the development of poor attendance at high school.
- *Six days absence per term from junior primary to the end of year 7 equals one year of schooling missed.*

### **SCHOOL TIMES:**

- 8.50am – 3.00pm
- A teacher is on duty from 8.30am for students to begin arriving at school.



- **If your child is going to be absent from school please let the school know by:**
- **Direct contact—letting the class/ office know in person**
- **Phone call 82556380**
- **A note in your child's diary**
- **Via the school's email:**  
[d11038.admin@schools.sa.edu.au](mailto:d11038.admin@schools.sa.edu.au)



### **CAN MY CHILD ARRIVE BEFORE 8.30AM?**

Supervision of the yard by teachers commences at 8.30am and children are encouraged to come to school at 8.30am or after.

### **LATE ARRIVALS / EARLY PICK UPS**

- If a student is late arriving to school they should go to the front office to record the time of their arrival in our late book & pick up a green sign in card before going to the classroom.
- If a student departs early the parent/caregiver should go to the front office & pick up a red sign out card.
- The school will contact you if any absence is unexplained or when regular absences occur.
- *Half an hour late each day equals five days absence per term.*