Jamestown Community School
STUDENT ATTENDANCE POLICY & PROCEDURE
To be revised 2010

POLICY

- In South Australia it is compulsory for children between the ages of six and sixteen to attend school [Education Department Regulation Part 4 Div 1 No. 155]
- A daily record of attendance is kept by the home group teacher and recorded officially by front office staff
- A list of absences will be published daily and displayed on the daily Routine Board

PROCEDURE

Daily absence
A long-term student absence from school requires prior consultation with the Principal:
- An extended absence [up to 1 month] may be granted by the Principal upon written request, after which a written request is to be forwarded to the Principal from the parent/caregiver for ratification at the District level.

Short-term absences may occur for a variety of reasons and as a result different procedural arrangements apply:

- An absence due to illness, family or associated factors requires a signed note from the parent/caregiver citing the reason for the absence
- An absence of three consecutive days without notification will result in the teacher making contact (phone) with the parent/caregiver on the third day. However, we reserve the right to contact prior to this time if we have concerns regarding student attendance
- If no verbal contact is made a letter will be generated by front office staff at the instigation of the home group teacher
- On the occasion of three unexplained absences a letter will be generated by front office staff at the instigation of the home group teacher
- Prolonged absences by students, where the school has made every effort to communicate with parent/caregivers, will be referred to the DECS Attendance Branch
- An absence to complete business in the street or a request to depart early is a common request in our community and may be achieved by;
  - A student presenting the front office staff with a signed request note which is countersigned by the home group teacher stating the reason for the request, time of departure and approximate time of return
  - The student collecting a pass from the front office citing the time of departure from school. (This is logged at the office). Students returning prior to the end of the school day must sign back in at the front office
- If a student’s departure is unplanned, personal contact by the parent/caregiver with the staff at the front office is required
- Students needing to leave the grounds without parent/caregiver permission [ie return home for school requirements] will be referred to the Year level coordinator or senior leadership for permission
- Students arriving late to school must do so via the front office to have their names removed from the absentee list and receive a late pass to be forwarded to the home group teacher
- Senior students leaving the school for curriculum related activities,[ ie Community Studies, Work Placement,] must be signed out at the front desk by the supervising teacher. At Jamestown Community School students are not permitted to transport themselves to school curriculum related events/activities
- Students will not travel in each other’s vehicles unless, permission is provided by both sets of parents/caregivers and that authorisation logged with the school
- Stage 2 students accessing the opportunity of Home Study are requested to complete the entry/exit requirements at the front office
- Roll book checks will be instigated in weeks 3, 6 & 9. These are a compulsory check and are to be returned to the front office staff no later than the Friday of each following week

Lesson absence

- Student attendance at all lessons is to be monitored by the instructing teacher
- In the event of a student not attending a lesson the teacher is required to undertake a quick check with other students, near lockers, etc and then immediately contact the Year level Coordinator or the front office staff
- Staff are not encouraged to leave their immediate class to search for a missing student
- Only Year 12 students have the privilege of home study. All other students are expected to arrive at school at the designated starting time and be on site for the duration of the day, unless otherwise negotiated within the expected guidelines