



# Raukkan Aboriginal School



Government of South Australia  
Department for Education

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## Raukkan Aboriginal School Attendance Improvement Policy- 2018

### Purpose:

To ensure that processes exist to support students' attendance at school, and to address non-attendance issues.

### Underlying Principles: Why is this important?

Students cannot achieve maximum benefit from schooling if they do not attend school, or if they miss significant amounts of the school day due to late arrivals, or leaving early regularly.

Students, who miss 1 day a week each term, will have lost over a year of learning by the time they leave Primary School. Similarly, students who arrive 15 minutes late or leave 15 minutes early each day, miss the equivalent of a week's learning time in a year.

We understand that students will not be able to attend school, or may have to arrive late or leave early, from time to time for various legitimate reasons, so it is important that schools are informed by parents or carers why they are absent.

### Operational Issues, Roles and Responsibilities: How does this work in practice?

#### Staff will:

- Offer engaging learning programmes and activities for students.
- Provide opportunities for all children to experience success.
- Create an environment at school where students feel safe, and bullying is addressed.
- Keep lines of communication open with parents and carers.
- Acknowledge positive attendance habits of students.
- Keep correct and detailed records of students' late arrivals, early pick-ups, and attendance.
- Work to address any issues that may be contributing to non-attendance (anxiety, student relationship issues).
- Organise exemptions for students who plan absences for extended periods of time for family travel or medical reasons.
- Seek a medical certificate if a student is absent for 3 or more days due to illness.
- A follow up note will be sent home to parents if we do not receive any information from parents and carers regarding student absence and lateness (school commences at 8:50am). These notes need to be completed, signed and returned to school to avoid any further action.
- Contact families every day by phone when the school has not received a phone call, email or text message to explain why their child is going to be absent.
- When absence is repeatedly unexplained and ongoing students attendance the school is required to make a referral to Attendance Officer when absence is repeatedly unexplained and ongoing, and is therefore significantly impacting on student learning.