

Attendance Procedures

IF YOUR CHILD IS ABSENT:

- ⇒ Parents/caregivers must notify the school either by a note in their child's communication book/diary, phoning or texting the school or using the Skool Bag App.
- ⇒ If your child is absent from school for 3 or more days due to illness, you are required to provide a Doctors Certificate.
- ⇒ If your child has an ongoing illness (10 or more days per term) parent/caregivers will need to complete a Health Care
- ⇒ If planning to be away for an extended period of time, parents/caregivers must apply for an exemption from school attendance (see Front Office staff for further information).

ARRIVING LATE OR LEAVING EARLY:

- ⇒ If arriving late your child needs to enter through the front office and sign in at the front desk.
- ⇒ If leaving early you will need to provide a note in your child's communication book/diary or phone the school. You will then need to collect them from the front office and sign them out at the required time.

Notifying School of Absences

- ⇒ Place a note in your child's communication book or diary
- ⇒ Phone the school on 86322226
- ⇒ Text the school on 0409097059
- ⇒ Use the Skool Bag App

Going to school every day is the single most important part of your child's education. Students learn new things at school every day.

For more information please contact your child's class teacher or alternatively the following people at school:

School Counsellor

Deputy Principal

Principal

Risdon Park Primary School

Kingston Road

Port Pirie

SA 5540

Ph: 86322226



Government of South Australia
Department for Education and
Child Development

Regular attendance gives your child the best chance of being successful in school and life



Quality Education which
Empowers Community
Minded Learners

Risdon Park Primary School



Attendance Information

Phone: 86322226

RESPECT ~ CONFIDENCE ~ RESPONSIBILITY ~ PERSISTENCE

Attendance Requirements

Regular attendance and participation in school is essential.

Under the Education Act of South Australia parents/caregivers are responsible for the regular attendance of all children in their care aged between 6 and 16 years.

Research has shown that children who attend on a regular basis are more likely to achieve success in their education.

If students miss the basic skills in the early years of school, they often experience difficulties later, both educationally and socially.

Each morning the teacher records the attendance roll at 8:55am. If students are not in their class-

room at this time they will be recorded as late.

It is the parents/caregivers responsibility to provide an explanation for every

late day or absent day from school.

In Primary School some students miss on average **3 weeks** of school per year. That's **half a year** of school by the end of **year 6**.

Important Routines to Remember

- ⇒ Lesson times are 8:55am-3:15pm
- ⇒ Classrooms are usually open from 8:45am for students to begin arriving at school
- ⇒ Parents/caregivers are encouraged to leave classrooms at the beginning of the school day unless involved in classroom programs.
- ⇒ Parents/caregivers should wait for their child outside of classrooms when collecting them at 3:15pm

If your child is **5 minutes** late each day, they will miss **25 minutes** of learning per week. This works out to be **5 1/2 lessons** per week & over **3 days** of learning for the whole year.

Should I notify the school if my child is not wanting to attend school?

YES, you should notify your child's class teacher or any other staff members as soon as possible to ensure the school can provide support for your child.

Support Provided by the School

The school will assist parents/caregivers by:

- ⇒ The School Counsellor contacting you if absences are continually unexplained or when regular absences are occurring
- ⇒ Working closely with families in a supportive role
- ⇒ Visiting students at home and consulting with parents/caregivers
- ⇒ Monitoring student attendance and reviewing progress as necessary
- ⇒ Organising alternative programs to re-engage your child's interest in school

If further intervention is required because of poor attendance then your child will be referred to the district Attendance Officer.

What you can do...

- ⇒ Set a regular bedtime and morning routine
- ⇒ Lay out clothes and pack bags the night before
- ⇒ Visit the school and your child's class to get to know their teacher
- ⇒ Don't let your child stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headaches can be a sign of anxiety and not a reason to stay home.
- ⇒ Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbour or another parent
- ⇒ Avoid medical appointments and extended trips during the school term.