

POLICY

SCHOOL HOURS

- Lesson times are:
8.45am – 3.15pm
- A teacher is on duty from 8.30am for students to begin arriving at school.
- Students are to leave the school grounds by 3.25pm unless they are attending the After School Hours Care.

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.

All children aged between 6 and 16 years of age must be enrolled and attend school.

Frequently Asked QUESTIONS

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.

Half an hour late each day equals five days absence per term.

Must I send my child to school?

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

Must I send my child everyday?

Yes: unless

- The child is too sick to attend.
- The child has an infectious disease like chicken pox, mumps or measles.
- The child is incapacitated by injury preventing movement around school.
- Advice has been provided using the appropriate proformas. (SAEx1)

Must I notify the school if my child has been away?

Yes: you are encouraged to notify the school by phone of absences as they occur. On return to school, notes and or medical certificates must be supplied to cover absences.

Can my child arrive before 8.30am?

Whilst it is not intended to stop children from being enthusiastic about coming to school, Supervision of the yard by teachers commences at 8.30am.

Children arriving before this time are to be enrolled and attend the Out of School Hours Care program. A cost applies. For more details contact the Director on 8264 3283 after 3pm.

What if my child refuses to go to school?

You should contact the principal and seek assistance immediately.

What if my child arrives late? (after 8.45am)

The child(ren) is to report to the front office where they will be supported to enter details of their arrival on a computer. You will receive notice advising you of the lateness. If children are late on more than 5 occasions in a term, contact will be made between the school and the family to examine strategies to alleviate the problem.

What if I need to take my child early?

You will need to complete details in the Student's Released Early Book at the front office, at which time you will be given a slip to take to the classroom. While there will be times that your child will not return to school, other times (eg. Doctor's appointment) they will return. On these occasions you will need to see the Front Office Manager to advise your child has returned. If a child leaves early on more than 5 occasions in a term, contact will be made between the school and the family to examine strategies to alleviate the problem.

What if my child will be away?

It is preferable you ring to let us know. When your child returns to school please send a note in their communication booklet or on paper to explain the absences. Where the absences exceed 3 days contact by phone is essential.

What if we are going on holidays?

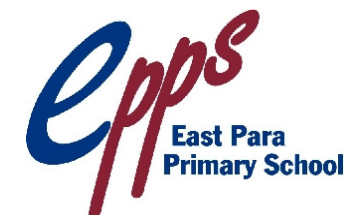
The school has a proforma (Application for Exemption from School Attendance) that needs to be completed by attending the front office. The principal upon receipt of this proforma can grant exemptions for up to one month. For periods of longer than a month the principal needs to seek ratification from the Attendance Branch.

What if my child becomes ill, will I be informed?

Yes, if the accident or illness is at all serious, you will be contacted by phone.

For this reason, it is most important that the school is provided with up to date and reliable home, work and emergency telephone numbers.

If these change at any time, it is important that the school is notified.



Student ATTENDANCE INFORMATION for PARENTS



EAST PARA PRIMARY SCHOOL