

Student Attendance Policy

July 2022

Summary

This policy applies to Community Language Schools SA and all member schools.

Table 1: Document Details

Policy Number	ES34
Related Policies	ES02: Risk Management ES07: Enrolment Policy and Procedures ES37: Medication, Accident and First Aid Policy ES36: Excursion and Incursion Policy and Procedures ES36A: Excursion and Incursion Consent Form
Version	2.1
Created By	CLSSA Policy Officer
Reviewed By	CLSSA Executive Officer
Applies to	All Community Language Schools
Key Words	Acceptable absences; Roll books; <i>Privacy Act 1988</i> ; Notifying absences; exemptions from school; refusal to attend school
Status	Approved
Approved By	CLSSA Board <i>(Administrative updates approved by Executive Officer)</i>
Approval Date	July 2022
Review Date	December 2023
Notes	Administrative updates only

Table 2: Revision Record

Date	Version	Revision Description
February 2017	1.0	New policy developed
30 th June 2019	2.0	<ul style="list-style-type: none"> Amend policy to make it generic by replacing individual schools details with "Community Language School s". Update list of policy names and included policy numbers; Change the Department of Education and Child Development to Department for Education Added Privacy Act 1988 under Roll Book Changes in 'Created By' and 'Reviewed By' in Table 1; Changed Contents to Table of Contents; Reformatting of table and titles;

		Added new key words; changed Other Relevant Document to References and Other Documentation; Formatting of policy
18 th January 2021	2.0	<ul style="list-style-type: none"> Administrative updates only
December 2021	2.1	<ul style="list-style-type: none"> Changed 'Roll book' to 'Manage Attendance' Changed content- Removing 'Rolls Book' and replaced it with 'Managing Attendance' to reflect the new online enrolment and attendance system.
July 2022	2.1	<ul style="list-style-type: none"> Administrative updates only

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Student Attendance Policy

Introduction

Community Language Schools requires regular attendance by all students enrolled at the school. Community Language Schools recognises that students may be absent for short periods of time. This policy outlines acceptable absences, notifying the school of absence, exemption from attending school and the requirements for students to make up missed work due to an absence. This policy is based on information from Government of South Australia Department for Education.

Policy

Community Language Schools will work with parents and carers to encourage attendance and participation to:

- Provide a safe, success orientated and caring environment
- Provide relevant learning programs for all students
- Maintain accurate records of attendance
- Ensure non-attendance is followed up through early intervention
- Develop strategies to resolve attendance difficulties

Acceptable Absences

Community Language Schools have identified situations where it is acceptable for a student to be absent from school when a child:

- is too sick or has a notifiable infectious illness
- needs to attend a medical appointment that cannot be made out of school hours
- has been sent home or suspended from the school for disciplinary reasons
- mainstream school camp
- bereavement
- participation in interstate, national, state academic or sporting event

Notifying the school of absence

Community Language Schools requires all parents and carers to notify the school in the event that their child/ren will be absent from the school. Notification should be given before or on the day of the absence or the first day back after being absent. Notification is to be given to the school Principal and can be in the form of an email, a written note or a text message

Notification of an absence needs to include the date, name of child and a valid reason. Once the school has received notification of an absence, the teacher and/or Principal must document the

absence in the roll book. All correspondence received by the school must be kept in the student file.

Exemption from attending school

A parent or carer must apply for an exemption from school attendance if they wish to take their child/children out of school temporarily. The length of a temporary absence is up to 6 weeks from school. An exemption from attending the Community Language School may include:

- family travel or holiday
- medical or health reasons
- disability
- behavioural problems requiring part time exemption from school
- oversees student exchange

Managing Attendance

Community Language School s understands that the formal recording of student attendance is a requirement of the State Government Grants in which the school receives. From 2021 onwards, all roll books will be replaced with the online enrolment and attendance system which will allow the compilation of data for the annual census and provide accurate numbers to Community Language Schools SA.

Community Language School s requires teachers that manage a class to also manage the attendance on the online enrolment and attendance system. The attendance is marked based on the students' attendance to every lesson which includes incursions, excursions and any other activities relating to the language school.

Manage Attendance on the Online System

- In this screen the user selects the date of attendance, the teacher's name and class.
- Attendance can be marked here whereby the whole class can be marked as attended and then remove the attended "dot" for those students who did not attend.
- The person marking the roll must click "save and submit" when the attendance for that class is completed.
- Please note that only CLSSA staff can amend a saved attendance record.

Catching up on missed work

Community Language School s requires students to catch up on any missed work due to an absence. Students are to liaise with their teachers and determine appropriate ways of students catching up on worked missed.

Refusal to Attend School

Non-attendance at school can take many forms including legitimate absences, truancy, and refusal to attend. Community Language Schools encourages all parents to contact the school if they are having difficulty getting their child/ren to attend school. There are many reasons why a student may refuse to come to school and Community Language Schools are committed in working with families to ensure positive outcomes for all.

Responsibilities

It is the responsibility of the teachers to:

- Mark the roll every lesson
- Inform the Principal of any student absences
- Follow up any student absences by calling home if the language school is not informed prior

It is the responsibility of the Principal to:

- Follow up any outstanding unexplained absences
- Update school numbers if a student leaves the school

It is the responsibility of the parent or carer to:

- Inform the school of any absences
- Ensure children regularly attend
- Seek exemption for any extended absences

References and Other Documentation

Community Language Schools SA website: [Enrolment & Attendance system \(esasa.asn.au\)](http://esasa.asn.au)