

Attendance Policy

Developed: 2013	Reviewed: 2014	Next review: Following DECD review
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Rationale

Regular and punctual attendance at school is necessary for students to learn effectively and to achieve success in their learning. The school has a range of procedures to monitor attendance and work in partnership with parents/caregivers and day schools. Therefore communication between home and school when a student is absent is vital due to the unique context of our school, where one lesson missed is a week's work missed.

Expectations and responsibilities

Students will:

- 1 Attend lessons regularly and punctually
 - arrive on time to class
 - advise the teacher in advance of known absence from class
 - explain absence to the teacher on arrival/return to class, if contact has not been made before the lesson.
- 2 Not leave class without permission
 - if students have commitments which they know will necessitate regular or periodic lateness or early departure they must complete a Late Arrival/Early Departure Consent form
 - in the case of Adelaide High School (AHS) and School of Languages, students report to the Supervisor upon late arrival and complete the late sign in form
 - to leave class early students should have a note* from their parents. It should be shown to the teacher and in the case of Adelaide High School and School of Languages to the Supervisor (or Security Guard at AHS) before signing out.
- 3 Not leave the school grounds during class time or during the break.

Parents/caregivers will:

- 1 Contact the school if students are absent due to illness or other unavoidable circumstances, and include the student's name, reason for their absence and when they are expected to return to class. School contact details, including our phone number and email, are on the flyer for Reporting Student Absences. (see over)
- 2 If a Messageyou SMS is received parents/caregivers should respond with a note* to the school with a reason for the student's absence, if contact has not been made before the lesson.
- 3 If it is known that a student will be absent for more than three lessons (e.g. family holiday, overseas trip) parents/caregivers need to seek permission in writing for an Extended Student Absence, prior to the absence.

** A note can include any form of communication. e.g. an email, a written note in a student's diary or on paper, a phone call or SMS message.*

Notifying a Student Absence

All Teaching Centres

Parents/Caregivers, if your student will be late or absent please contact the School of Languages on:

PHONE: 8301 4800 Monday - Friday 8.30am - 3.30pm
(Front Office - if reporting an absence same day of lesson)
Otherwise Front Office hours are 8.30-4.30pm

or

EMAIL: dl.1802.admin@schools.sa.edu.au

or

SMS: Text only absence notification 0418 149 916
Monday - Friday before 4.00pm

In addition, for **Adelaide High School only**, the following options are also available

PHONE: 0403 607 566 Monday - Thursday 4.30pm – 6.00pm
To speak to the AHS supervisor

or

EMAIL: ahs.supervisors460@schools.sa.edu.au
(if possible, before the lesson starts)

If calling out of hours a message can be left on the answering machine.

Parent/Student Emergency Contact Procedure

In the event of an emergency during lesson time, please use the following procedure:

1. Directly contact your student:
 - phone or SMS your student's mobile
2. For classes held at Adelaide High School only:
 - phone the Supervisor at Adelaide High School on 0403 607 566
3. For classes held at other Teaching Centres only:
 - phone the School of Languages on 8301 8400 until 4:30pm, and the school will contact the appropriate Teaching Centre.
 - phone the Supervisor at Adelaide High School on 0403 607 566 after 4:30pm, and the Supervisor will contact the appropriate Teaching Centre.