



Attendance Policy

Purpose

The policy describes the compulsory nature of education and underlines the responsibilities of all members of the school community to ensure children and young people are attending school. It also reflects research that indicates attendance at both preschool and school positively affects learning, wellbeing, employment and life outcomes for children and young people.

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 regularly. All children 5 years of age, who are enrolled at school, are also required to attend school regularly.

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 Every Day?

Yes, unless:

- The child is too sick to attend.
- The child has an infectious disease like COVID, chicken pox, mumps or measles.
- The child is incapacitated by injury preventing movement around school.
- The child is accompanying his or her parents and/or caregivers on a family holiday, which cannot be arranged in school vacations. An exemption form must be completed in the front office, and signed by the principal, prior to the absence.
- The principal is provided with an acceptable reason preventing the child's attendance.

PLEASE NOTE: If your child is absent due to illness for 3 days or more a medical certificate is required.

Wherever possible, dental and medical appointments are encouraged to be made out of school hours.

Operational Information

- Lesson times occur between 8:45am – 3:05pm.
- A teacher is on duty from 8:30am for students to begin arriving at school.
- Students must leave the school grounds by 3:30pm, for OSHC supervision and duty of care. (The siren rings at 3.30pm)
- If a student is going to be away, please phone the front office 8345 4138, or email dl.0207.attendance@schools.sa.edu.au
- If a student is late arriving to school (after 8:55am), they will need to report to the front office to be signed in.
- The school will contact you via a text message, through our EMS system, if any absence is unexplained that you can then respond to. This will occur on a daily basis.



Early Departure

Parents are to sign their student out at the front office. The office will then notify the teacher that parents are collecting their child early.

Parent Participation During the School Day

Students are under the duty of care of school staff during school hours. Parents are permitted to visit the school to undertake volunteering; or Special Events such as Assemblies, Sportsday, Community Breakfast, or parent meetings. Visits to children that interrupt learning times will not be allowed, these should be organised out of school hours.

Should I Notify the School If My Child Refuses to Go to School?

Yes, you should contact your child's classroom teacher or a member of the school leadership team on 8345 4138.

What Kind of Assistance is Available?

Student Attendance Counsellors are members of professional teams providing a supportive service to students, parents and/or caregivers and school staff. They aim to assist with the full participation of all students in education. A referral will be made when further support is required by the school.

What is the Role of the Student Attendance Counsellor?

Student Attendance Counsellors may assist by:

- Working with students in a supportive counselling role.
- Visiting students at home and consulting with parents and/or caregivers.
- Identifying reasons for student non-attendance and making appropriate referrals.
- Monitoring student attendance and reviewing progress as necessary.

Pre School Attendance

Kilkenny Primary have a Pre-school on site. Please refer to the Pre-School's Parent Information Booklet for their attendance policy and procedures.

Contact Details

Student absences

Front office staff – 8345 4138 or dl.0207.attendance@schools.sa.edu.au. Parents are encouraged, out of courtesy, to then alert their child's classroom teacher through Dojo.

Parent support to improve attendance

Heads of School: Meg McLeod or Brenton Willson

Pastoral Support Worker: Hayley Walker

Attendance Exemptions

The Principal: Mr Alex Narcys

School Contact

School Telephone Number: 8345 4138

School Address

19 Jane Street

West Croydon