

## **MUST I NOTIFY THE SCHOOL IF MY CHILD HAS BEEN AWAY?**

**Yes**—you must notify the school of absences as they occur.

## **SHOULD I NOTIFY THE SCHOOL IF MY CHILD REFUSES TO GO TO SCHOOL?**

**Yes**—you should contact the Principal and seek assistance immediately.

## **WHAT KIND OF ASSISTANCE IS AVAILABLE?**

Student Attendance Officers 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.

## **WHAT IS THE ROLE OF THE STUDENT ATTENDANCE OFFICER?**

Student Attendance Officers 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.

**Barossa Valley Partnership**

**Education Director: Kathryn Bruggemann**

**Phone: 8522 0900**

---

# **Attendance**

## **Attendance information for parents**

---

## KEYNETON PRIMARY SCHOOL

Lesson times are:

9.00am – 3.30pm

A teacher is on duty from 8.30am for students to begin arriving at school.

If a student is going to be away please contact the school to let us know before 9.30am. A staff member will contact you to confirm the absence if we haven't heard from you by that time.

If a student is late arriving to school they should go straight to the office to sign in and then to the classroom teacher with a note or verbal communication from the parent/caregiver detailing the reason for lateness which will be recorded by the teacher.

The school will contact you if any absence is unexplained or when regular absences occur.

Our address: PO Box 90  
Keyneton SA 5353

Phone: 8564 8258

Fax: 8564 8332

Email: [cathy.hull@keynetonps.sa.edu.au](mailto:cathy.hull@keynetonps.sa.edu.au)

## 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. Student attendance including lateness is recorded every day.

### CAN MY CHILD ARRIVE BEFORE 8.30AM?

Supervision of the yard by teachers commences at 8.30am and children are encouraged to come to school between 8.30am and 8.55am.

### 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.

### INTERESTING FACTS

**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.**

## WHAT IF MY CHILD BECOMES ILL, WILL I BE INFORMED?

**Yes**—and if the accident or illness is at all serious, this will be done at once if possible. 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.

### 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.

### ONCE MY CHILD IS 6 MUST I SEND MY CHILD EVERY DAY?

**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;
- The child is accompanying his or her parents and/or caregivers on a family holiday, which cannot be arranged in school vacations. **This should be arranged with the Principal prior to the absence;**
- The Principal is provided with an acceptable reason preventing the child's attendance.

***Wherever possible, dental and medical appointments should be made out of school hours.***