



Learning For Our Future

Kadina Memorial School

Attendance Policy

Respect • Opportunity • Excellence

This policy should be read in conjunction with the Department's Attendance Policy found on the intranet.

Purpose

The Attendance Policy provides information to staff around the processes used at Kadina Memorial School. Teachers have the legal responsibility to ensure attendance is recorded accurately. Attendance records form part of the school's official documentation and may be subject to legal scrutiny.

Legal Context

Under the Education and Children's Services Act 2019:

- Children must be enrolled in school from age 6 to 16.
- Young people aged 16–17 must participate in an approved learning program.
- Parents must provide a reason for absence within 3 days.
- Ongoing non-attendance may result in legal consequences.

Recording Attendance

Attendance is recorded in Daymap, which feeds into the Department's mandated student information system. Teachers must mark rolls accurately and document all communication in Daymap.

Attendance Thresholds

Habitual non-attendance: 5 or more days absent in a term.

Chronic non-attendance: 10 or more days absent in a term.

Mandatory Notification

Where ongoing non-attendance indicates possible neglect, refusal to engage, or serious interruption to learning, staff must consider mandatory notification obligations under the Children and Young People (Safety) Act 2017.

Staff Responsibilities

Care Group Teachers

- Mark the roll on Daymap each morning.
- If a student arrives at Care Group after 8:45am, **do not** mark them as late. Send the student to the Front Office to sign in. An automated text message will be sent to the parents requesting a reason for their late arrival.
- Only mark student absences (for example: sick, family etc), if you have received communication from a parent/guardian. This may include a Daymap message, diary note, Class Dojo or email.

Class Teachers

- Mark the roll on Daymap for each lesson
- If a student is missing from your lesson:
 - Check if they have been present during previous lessons. If they have not been in class, leave it.
 - If they have been in class, contact the Front Office for follow up.
 - Refer to the Truancy Process for further information. Consequences may be applied for truancy.

Front Office Staff

- Mark students absent for school events (including cancelled lessons, excursions, school sport)

- Process absences, exemptions and exclusion programs
- Support Principal, Head of School and Year Level Managers with marking internal suspensions and other activities.
- Follow up unmarked rolls with relevant staff

Ongoing Lateness

- **If a student is demonstrating a pattern of ongoing lateness**, Class/Care Group teacher contacts the family and discusses missed learning time and ways the school can work with the family and student to increase attendance. Plan is recorded in Daymap. For Years 7-12 students, detention may be issued in consultation with caregivers. For Years R-6, uses this consequence as required.
- **If a student continues to arrive late to school or class**, Class/Care Group teacher refers student to either the YLM or Head of School. Head of School or YLM in conjunction with the teacher will discuss and decide what best course of action to take is.

Exemption

If a student is going to have an absence from school for four or more days, an exemption form (Form C) must be completed. This can be collected from the Front Office. Once submitted, the form will be given to the Principal or Head of School for approval. Once approved, the exemption will be processed by the Front Office staff and communicated with the Head of School, Year Level Manager and relevant teachers.

How to read and mark Daymap Rolls

Roll Not Marked: 34 Students





ID	Student	Present	27/4	26/4	25/4	22/4	21/4	20/4	19/4	18/4	15/4	14/4	13/4	12/4	11/4
AKER02	Samantha AKENFIELD; 7R	<input type="checkbox"/>	WR		L						I	I			
ALDE01	Roger ALDERSON; 7R	<input type="checkbox"/>			SB										
BARK04	Jane BARKER; 7R	<input type="checkbox"/>							L						
Bell05	Drew BELICH; 7R	<input type="checkbox"/>													
BEN25	Matthew BENDYK; 7R	<input type="checkbox"/>													

Legend:

- brown** = explained absence
- red** = unexplained absence
- orange** = late to class
- blue** = unmarked roll

- When marking the roll, the student attendance box will appear in red until marked present. To mark a student as present, click the check box next to the student's name. Alternatively, select Mark Roll at the top to mark all students as present for the lesson, then go back and untick check boxes as required to mark absent students. Make sure to press 'save'.
- If a student is marked absent by the Front Office, the absence code will show the reason for the absence.
- The roll marking page features several icons, each with a different meaning. Hovering over these icons with your mouse will show you more details:

	Indicate that a student has a note. Each note category is colour coded for a quick visual representation.
	Student Records are indicated by a circular indicator on the class roll
	Highlights that the student has approved absences entered for one or more periods on the given date
	Indicates an unapproved absence for one or more periods on the given date.

	Shows that a student has used Check In with an approved absence reason for the current date. Clicking the icon will provide an attendance summary for the day and an Attendance Note can be found in their Student Summary.
	Shows that a student has used Check In with an unapproved absence reason for the current date. Clicking the icon will provide an attendance summary for the day and an Attendance Note can be found in their Student Summary.
	Indicates an Attendance note has been created against the student for the current day.
	Indicates a timetable clash

Following Up Non-Attendance

Reasons for non-attendance can be communicated with the school by:

- A phone call to the school (8821 0100)
- A text message to the school (0147 963 378)
- A diary note
- A Daymap message
- An email to the teacher or the Front Office

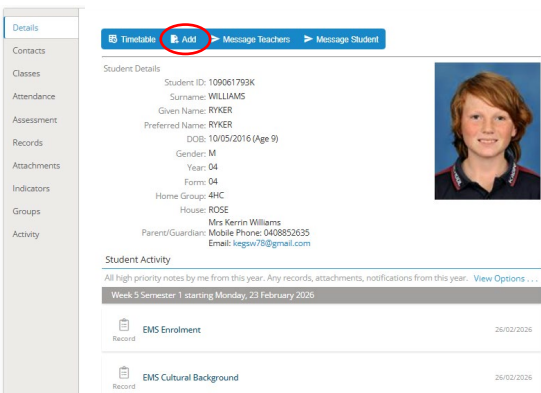
Attendance Process

Attendance Officer collates attendance data from Daymap twice a term and provides with information to Wellbeing Leaders for follow up.

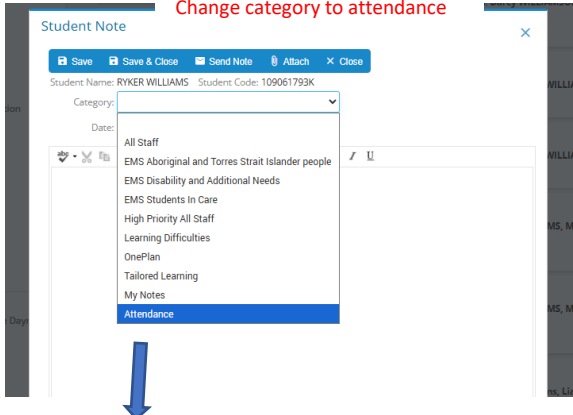
- 3 consecutive days absent (unexplained, family, sick) or irregular attendance pattern
 - Days 1-3 – Class Teacher marks roll on Daymap
 - Day 3 – Class Teacher contacts parent/guardian via phone or email. Contact, or attempted contact, and **outcomes documented on Daymap**.
 - Statements might read, “Attempted to ring mum, left a message”, “Spoke with Dad, he said child was sick”
 - Please note, any time a family is contacted, you should enter details on Daymap

Process

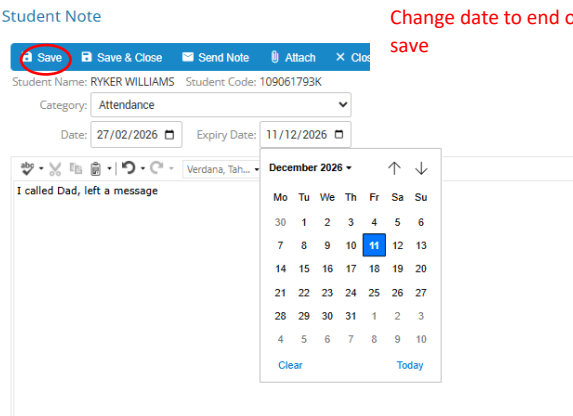
Open student details on Daymap and click Add



Change category to attendance



Change date to end of year and save



- Further 3 days absent (unexplained, family, sick) or ongoing irregular attendance
 - Parent/guardian contacted via phone call, email or home visit (requires 2 people) by Class Teacher (with support of relevant YLM, HOS or Wellbeing Leader). Outcomes documented on Daymap.
 - Attendance Improvement Plan developed by Wellbeing Leader and HOS (with Class Teacher, if required) in consultation with the student and caregiver. Actions are recorded on Daymap.
 - Police notified by Wellbeing Leader or HOS if truancy is suspected (refer to Truancy process). Police notification is recorded on Daymap and IRMS.
 - Student identified at risk by YLM, HOS and Attendance Officer. Formal letter sent home by Attendance Officer. Recorded on Daymap and copy placed in student file.
- Unexplained absences or chronic non-attendance continues
 - Student Attendance Enquiry Form completed by Wellbeing Leader on Department's Attendance Hub (<https://edi.sa.edu.au/forms/student-attendance-enquiry-form>)
 - Family conference organised by HOS, Wellbeing Leader and YLM to develop a second attendance plan. Outcomes recorded on Daymap.
 - Attendance continues to be monitored by Class Teacher, with support from YLM and Wellbeing Leader.
 - Student provided additional support from Wellbeing Leader.