



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Student Attendance May 2017

Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

Policy Number	ES34
Related Policies	Risk Management Medical, Accident and First Aid Policy Excursion and Incursion Policy
Version	1
Created By	Policy Officer: Kate Quane
Reviewed By	Executive Officer: Darryl Buchanan
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Key Words	Acceptable absences; Roll books; Notifying absences.
Status	Approved
Approved By Executive	ESASA Executive Committee
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Table 2: Revision Record

Date	Version	Revision Description
February 2017	1	New policy developed
May 2018	1	Key words added



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HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Introduction

Hungarian Community School, Adelaide Inc. requires regular attendance by all students enrolled at the school. Hungarian Community School, Adelaide Inc. 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 of Education and Child Development.

Policy

Hungarian Community School, Adelaide Inc. 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

Hungarian Community School, Adelaide Inc. has 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

Hungarian Community School, Adelaide Inc. 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
- A text message
- A phone call

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.



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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 Hungarian Community School, Adelaide Inc. may include:

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

Roll Books

Roll books are documents which can be used as evidence in legal matters and is a confidential document that is required for audit, statistical and legal purposes. Hungarian Community School, Adelaide Inc. understands that the formal recording of student attendance is a requirement of the Government Grants in which the school receives. Roll books are sighted during compliance visits and must be kept up to date. The roll book will be used by Hungarian Community School, Adelaide Inc. to compile data for the annual census and provide accurate numbers to The Ethnic Schools Association of South Australia.

Hungarian Community School, Adelaide Inc. requires all teachers to mark the roll every lesson including excursions. If a student is present a tick ✓ must be placed in the date column. If a student is absent the letter **a** is recorded in the date column.

Catching up on missed work

Hungarian Community School, Adelaide Inc. 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. Hungarian Community School, Adelaide Inc. encourages all parents to contact the school if they are having difficulty with getting their child/ren to school. There are many reasons why a student may refuse to come to school and Hungarian Community School, Adelaide Inc. is 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

It is the responsibility of the Principal to:

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



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It is the responsibility of the parent or carer to:

- Inform the school of any absences
- Ensure children regularly attend Hungarian Community School, Adelaide Inc.
- Seek exemption for any extended absences

Other Relevant Documents:

The Ethnic School Association Roll Book. Available from the Ethnic Schools Association