Attendance

At Ingle Farm Primary School, our work is guided by the Department for Education Attendance Policies.

- Attendance Requirements for Schools Policy – April 2009
- Attendance Policy – April 2012

Families can access information from:

https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/attendance

https://www.sa.gov.au/topics/education-and-learning/schools/school-life/attendance-and-absenteeism

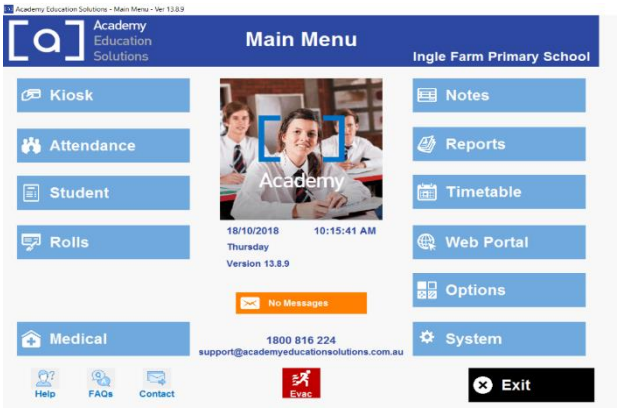
Department for Education staff can access information from:

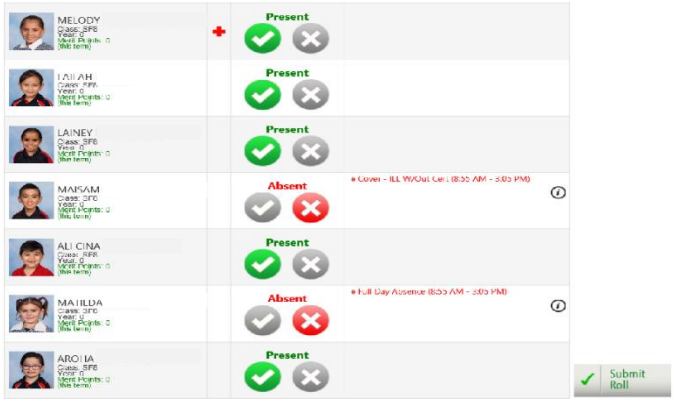
https://myintranet.learnlink.sa.edu.au/operations-and-management/site-administration/student-enrolment-and-attendance/attendance-in-schools

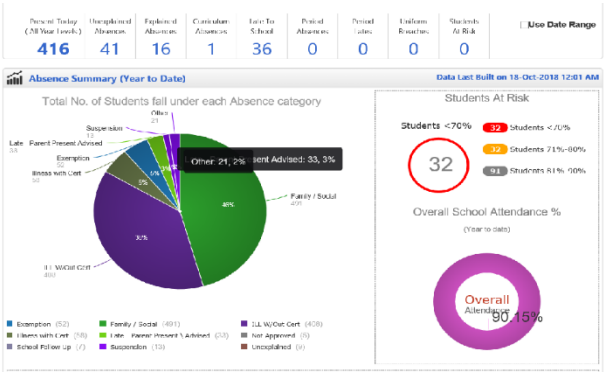
We utilise the Academy Education Solutions Portal for regular tracking, monitoring and reporting of attendance, supported by the Education Dashboard – Attendance Reports.

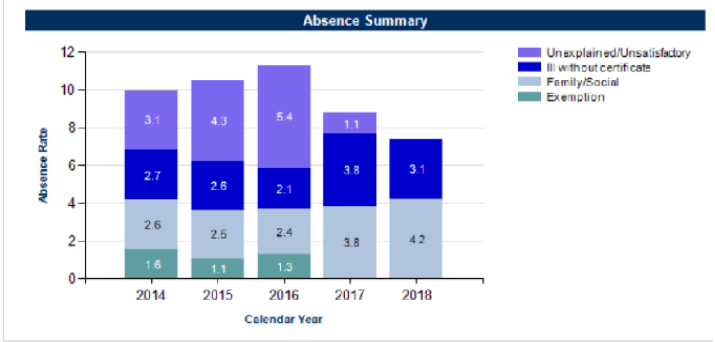
Government of South Australia
Department for Education

Academy Education Solutions





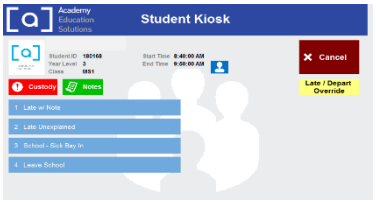




Academy is a web based portal that uploads directly to EDSAS. Teachers mark class rolls from a laptop, interactive whiteboard or tablet device. It is easy to use, with data available across our school instantly. Temporary Relief Teachers have roll marking access. It provides alerts for teachers for ongoing absences and improves school communication.

Features utilised regularly in Academy are:

<u>Student Kiosk</u>

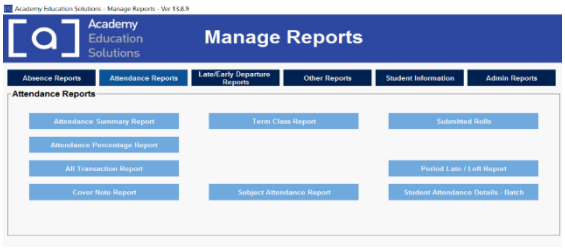


- Student in/out – late arrival/early departure

<u>Attendance Management</u>

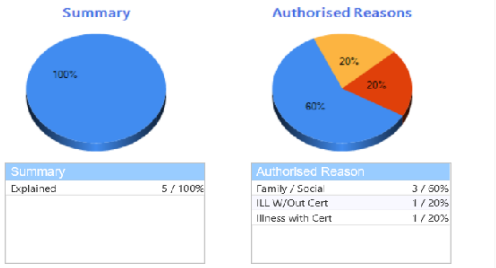
- Record attendance/absences
- Daily alert of student absence
- Alert of unexplained absences
- Cover notes for explanation of absences

<u>School Reporting</u>

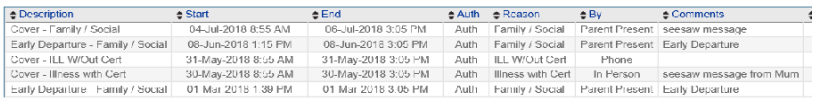


- Roll submission report
- Daily attendance report
- Significant absence report
- Term class report
- Enrolment statistics
- Overall percentage
- Evacuation report

<u>Staff Portal</u>



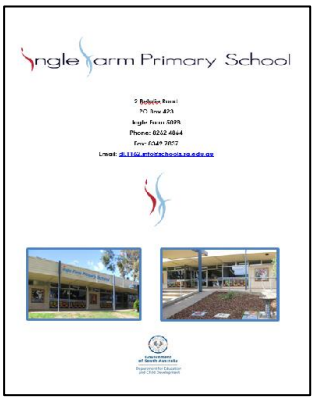
- Attendance Dashboard Summary
  - Unexplained absence watch list
  - Absence summary graph
  - Students at risk
  - School overall attendance graph
- Individual student
  - Student information – family details
  - Attendance Summary
  - Explained/unexplained totals
  - Authorised Reasons totalled
  - Detailed history
  - Create cover notes
- Roll marking facility
  - Daily roll marking
  - Absence alerts
  - Medical details

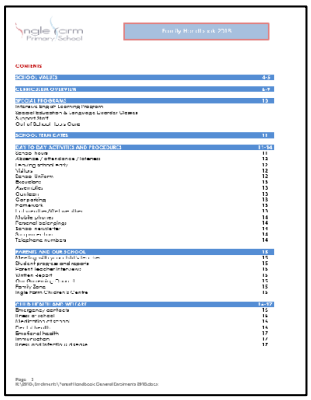


Description	Start	End	Auth	Reason	By	Comments
Cover - Family / Social	04-Jul-2018 8:55 AM	06-Jul-2018 3:05 PM	Auth	Family / Social	Parent Present	seesaw message
Early Departure - Family / Social	08-Jun-2018 1:15 PM	08-Jun-2018 3:05 PM	Auth	Family / Social	Parent Present	Early Departure
Cover - ILL W/Out Cert	31-May-2018 8:55 AM	31-May-2018 3:05 PM	Auth	ILL W/Out Cert	Phone	
Cover - Illness with Cert	30-May-2018 8:55 AM	30-May-2018 3:05 PM	Auth	Illness with Cert	In Person	seesaw message from Mum
Early Departure - Family / Social	01 Mar 2018 1:38 PM	01 Mar 2018 3:05 PM	Auth	Family / Social	Parent Present	Early Departure

The Education Dashboard provides breakdown of attendance and absence rates by year level, gender, Aboriginal/non-Aboriginal and summary by calendar year.

On enrolment families are provided with information regarding attendance and processes to inform the school of reasons for absence, including exemption requirements.


Ingle Farm Primary School



Teachers will make contact with families if no reason for an absence has been provided. This may be via a communication book, online resource such as Class Dojo, Seesaw, Skoolbag or phone call. Teachers are required to phone a family if a student is absent for 3 or more consecutive days. Proactive information is also shared in newsletters and at Governing Council.

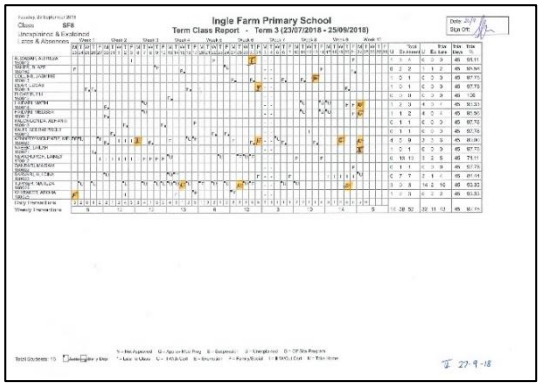
ClassDojo

Seesaw

Skoolbag
Complete communication solution

In the event of ongoing absences, a referral to our Aboriginal Education Community Officer and to the Department for Education Attendance and Engagement Social Worker may be enacted, fostering further connections with families to support re-engagement at school. Additional phone calls, letters home or family meetings may be established to determine strategies to foster increased attendance of students at school.

At the end of each term, all staff members review and sign the Termly Attendance Report and this is maintained on school file. Attendance records are reported back to families during parent/teacher interviews and biannual written reports.


Ingle Farm Primary School
Term Class Report - Term 3 (23/07/2018 - 25/09/2018)

Student Name:	First name Surname
Year Level:	Reception
Class Teacher:	First name Surname
Total School Days:	70
Days Late:	0
Days Absent:	8
Attendance %	80 - 90% (Habitual Non-Attendance)