



INTRODUCTION

Kilparrin staff foster positive attendance patterns, for all enrolled students, with their parents/carers.

CONTEXT

A number of students enrolled at Kilparrin are absent from school for significant lengths of time because of their general physical frailty. Some students spend regular periods of time in hospital. Issues around changes in medication and the medical management of their specific conditions can result in longer than usual absences. Common childhood illnesses can become serious for some students enrolled at Kilparrin. Parents/carers are encouraged to keep their children home when they have common ailments because of the possible deleterious effect on the health of other students.

Management of students' impairment specific issues requires attendance at appointments for medical intervention and/or equipment fitting and modifications. These appointments are of necessity made at the convenience of the service provider and the family and most usually result in one or more day's absence.

Most students live at a distance from Kilparrin and require access to pre/school via DECD transport. Taxi schedules do not accommodate half-day attendance.

ATTENDANCE DATA

All unexplained absences are investigated.

DOCUMENTATION and RECORD KEEPING

The School Services Officer (SSO) on morning taxi duty notifies class teachers and the front office of student absence. The front office SSO then rings parents/carers seeking the reason for absence. This is noted in a designated record book. Teachers also notify the front office of pending student absence due to medical appointments and this is also recorded.

Teachers complete the class roll book. Class teachers submit the class roll book to administration on a weekly basis. Data is collected weekly, collated termly and reported annually.

EXTENDED or UNEXPLAINED ABSENCE

All unexplained absences are recorded and consistent unexplained absence is reported to the Regional Office for further investigation and action.

Where a student's absence triggers concern that the student may be at risk then the mandated notification processes are followed.

PARENT/CARER RESPONSIBILITIES

Parents/carers have the responsibility to

- enable their child to attend punctually and regularly on every day the education program is offered and to comply with the education program being offered
- provide an explanation to the pre/school whenever their child is absent
- apply for an exemption whenever their child is removed from school

While it is acknowledged that children are not under compulsion to attend preschool or school until their sixth birthday, Kilparrin staff provide individual programs and work with

parents and carers to promote and establish regular attendance patterns in the Kilparrin Early Learning Centre (KELC) program.

TAXI TRANSPORT

Parent/carer cooperation is sought in order to expedite the taxi run for all concerned. Parents/carers are asked to contact Kilparrin if they have any problems regarding taxis. Administrative staff liaise with the relevant personnel and keep parents/carers informed.

Taxis will pick-up and drop-off students at specified times. Parents/carers are required to have their child ready and escort them to the taxi in the mornings with the appropriate car seat and to be at home to escort them from the taxi in the afternoons.

The taxi arrangements do not include any waiting time. The taxi companies are in a position to charge parents/carers for any costs incurred outside the normal run.

It is the parent's/carer's responsibility to inform the taxi companies as soon as possible if their child will not be attending pre/school.

Parents/carers should inform the school of absences and any other attendance related matters, preferably by phoning Kilparrin or via the school diary. Taxi drivers will usually deliver written notes if asked, but verbal messages from taxi drivers are not satisfactory and drivers have been asked not to accept them.

Changes to taxi runs require an alteration application to be completed and forwarded via the school to DECD Transport Division in Adelaide. This takes about a fortnight. One-off emergency changes need to be approved in writing by the Principal, who then authorises the change to the taxi company. Neither the taxi companies nor individual drivers are authorised to undertake changes requested by parents/carers.

Reviewed annually. Last reviewed: 2017.