



INTRODUCTION

Adelaide West staff foster positive attendance patterns, for all enrolled learners, with their families.

CONTEXT

A number of learners enrolled at Adelaide West Special Education Centre are absent from school for significant lengths of time because of their general physical frailty. Some learners 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 learners enrolled at Adelaide West Special Education Centre. Families are encouraged to keep their children home when they have common ailments because of the possible deleterious effect on the health of other learners.

Management of learners' 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.

If a student is to be absent for an extended period of time due to therapy requirements, family holidays etc these needs will be discussed and the process for approved exemptions will be followed.

Most learners live at a distance from Adelaide West Special Education Centre and require access to school via DECD transport. Bus and Taxi schedules do not accommodate half-day attendance.

DOCUMENTATION and RECORD KEEPING

When a student is absent, families are asked to inform the school by telephone. Bus drivers record any students absences on a written form which is given to the SSO on duty in the front office. If no reason is given for an absence, staff will contact families seeking the reason for absence, which is then recorded. 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 daily. Class teachers submit the class roll book to administration on a weekly basis. Attendance data is collated and recorded for analysis as required.

EXTENDED or UNEXPLAINED ABSENCE

All unexplained absences are recorded, staff try to follow up by contacting the family and/or making home visits. Consistent unexplained absence is reported to Student Support Services and if further investigation and action is considered necessary a referral is made to them.

Where a learner's absence triggers concern that the learner may be at risk then the mandated notification processes are followed through the Child Abuse Report Line.

FAMILY RESPONSIBILITIES

Families 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
- inform the school of absences and any other attendance related matters, preferably by telephone or via the school diary
- apply for an exemption whenever their child is removed from school for extended periods of time.

BUS AND TAXI TRANSPORT

In order to ensure the smoothest possible running of the bus and taxi services, it is the families' responsibility to contact the bus driver and/or taxi company if their child is not attending school on a particular day.

Families are asked to contact Adelaide West Special Education Centre if they have any problems regarding the bus or taxi services. Administrative staff liaise with the relevant personnel and will keep families informed.

Changes to transport requirements require an alteration application to be completed and forwarded via the school to DECD Transport Services in Adelaide. This can take up to 10 working days to be approved. Neither the bus or taxi companies nor individual drivers are authorised to undertake changes requested verbally by families or via the school diary.