FAMILY HOLIDAYS / EXEMPTIONS DURING SCHOOL TIME

Principals have delegated authority from the Minister to approve applications for temporary exemptions less than one month or for family travel/holiday up to twelve months.

If your children are going on a holiday with you during term time you will need to complete an Application for Exemption from School form (ED175). This form is available at the front office.

If you are seeking a permanent exemption from school for your child for a period of time you will need to firstly discuss this with the Principal and then seek approval via the ED175 exemption form.

WHAT IS THE ROLE OF THE STUDENT ATTENDANCE COUNSELLOR?

Student Attendance Counsellors are members of the professional teams providing a supportive service to students, parents and/or caregivers and school staff. They aim to assist with the full participation of all students in education.

**Student Attendance Counsellors may assist by:**

- Working with students in a supportive counselling role.
- Visiting students at home and consulting with parents and/or caregivers.
- Identifying reasons for student non-attendance and making appropriate referrals.
- Monitoring student attendance and reviewing progress as necessary.

If you are concerned about your child’s attendance at school please have a chat with their class teacher.
TEA TREE GULLY PRIMARY
PHONE: 82642677

- Lesson times are from 9.00am–3.15pm
- A teacher is on duty from 8.30 – 8.55 am in the mornings and from 3.15 pm – 3.30pm after school.
- Junior Primary students can enter the unit at 8.50am. Siren sounds at 8.55 am for primary students to enter unit. Lessons start at 9.00am.
- Before and After School Care are provided from 7.30am in the mornings and until 6.00pm in the evenings. Please contact OSHC on 82640413 if you require this service.
- If your child is going to be absent from school please let the school know either by direct contact, phone call or a note.

WHAT SHOULD I DO IF MY CHILD IS LATE FOR SCHOOL?
If a student arrives at school after 9.05am the student or the parent needs to sign the late sign in sheet kept at the front office and receive a late card. This card must be handed to the class teacher.

COMPULSORY ENROLMENT AND ATTENDANCE AT SCHOOL
Under the Education Act of South Australia, parents and /or caregivers are held responsible for the regular attendance of all children in their care.

All children aged between 6 and 16 years of age must be enrolled and attend school regularly.

IS REGULAR ATTENDANCE IMPORTANT?
Yes: If students miss the basic skills in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the junior and primary years often leads to the development of poor attendance at high school.

Six days absence per term from Reception to end of year seven equals one year of schooling missed.
Half an hour late each day equals five days absence per term.

MUST I NOTIFY THE SCHOOL IF MY CHILD HAS BEEN AWAY?
Yes: It is expected that you notify the school of absences as they occur. On return to school if the child has been absent for three or more days a note is required to cover absences.

WHAT HAPPENS IF STUDENTS ARE ABSENT WITHOUT EITHER A PHONE CALL OR A NOTE FROM THE PARENT?
The following steps will be taken.
- Teachers will initially contact parents.
- If unexplained absences continue a letter will be sent to the parents from the Principal explaining our concerns.
- If the attendance problem continues the Principal in consultation with the teacher will refer the matter to our Attendance Counsellor.