At Morgan we aim to provide an organised and progressive education. By continually missing days your child may miss important steps in their learning.

If your child is away the school needs to know why

Missing 5 days in 3 weeks equals losing 33% of a child’s learning time

Missing 10 days every term equals losing over 1 year of learning by the end of Primary School

Missing 50 days a year equals losing 2 whole years of learning by the end of Primary School

Morgan Primary School aims to achieve quality education outcomes for all students. If children do not regularly attend school they cannot gain maximum benefit from schooling. We promote regular attendance through:

- Ongoing student engagement programs and activities for children
- Provision of a positive and supportive learning environment where students experience success
- Positive parent communication

SPECIAL NOTES

- **Temporary Exemption**: - if a student is absent for an extended period of time for family travel/holiday, medical condition or other (conditional) the principal can approve an exemption
- **Exemption**: - For absences greater than 1 month due to family travel, medical condition or other (conditional) reasons an exemption can be sought through the Manager of the Regional Support Services
- **Late**: - A child will be considered late if they are not in class by 9:00am
- **DECD** Department for Education and Child Development
- **Regional Student Attendance Counsellor** – this person can be used at any time in our process to seek advice or relevant information

This policy refers explicitly to unexplained absences. However, any pattern of absences that impact on student learning may lead to the appropriate step in this policy being implemented.

**Principal – Mrs Kellie Zadow**

Morgan Primary School
Fourth Street
MORGAN SA 5320

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Updated Nov 2015
Morgan Primary School Attendance Process

Non Attendance

- Any day absent / late arrival
  - Written, verbal or phone explanation is provided by the parent/caregiver explaining reason for the non-attendance
  - No explanation provided
    - ‘Explanation Note’ is sent home to seek reason for absence

Minor Non-attendance

- 3 unexplained consecutive days absent
- 5 days in 3 weeks of unexplained absences
  - ‘Minor Non-attendance Note’ goes home to remind family of the importance of attending school

Chronic Non-attendance

- 10 days absent in a term
  - or
  - Pattern of absences over a 3 week period
    - Chronic Non-attendance meeting held with parent/caregiver, teacher/principal and an ‘Attendance Plan’ developed and future meeting time agreed upon

Regional Student Attendance Counsellor

- Attendance Referral submitted for ongoing poor attendance
  - Information of non-attendance or poor attendance collated and referred to Regional Student Attendance Counsellor