WHAT DO I DO IF MY CHILD IS ABSENT OR LATE?

- Students are expected to be at school by 8.45am
- If late, students need to sign in at Student Services
- Late students must show a Printed Receipt to their homegroup/subject teacher before they will be accepted into class
- Whenever your child is absent from school and we do not know why, the School will contact you either by SMS text message or letter
- A doctor’s certificate will be required for absences of 3 or more consecutive days when your child is ill
- If you know your child is going to be absent please contact the School by 9.30am daily – phone 8682 3677

SMS MESSAGING AND ATTENDANCE

- Parents/Caregivers will be informed by mobile phone (SMS) each time their child is away from school
- To improve our attendance procedures, we will be informing parents / caregivers about any unexplained absences for their child
- The school expects parents / caregivers to contact the school by 9.30am if they know their child to be absent
- The message will read as follows:
  “SMS PLHS 8.1 records show that JOHN SMITH is absent today, 99/99/99. Please provide reason by ph 8682 3677 or preferably SMS
  The message will arrive on the phone displaying the number 0429 650 487.
  Parents should store this number in their mobile phone under Port Lincoln High School so that when the message arrives, the parent is aware the message is from the school
- Parents can then reply, preferably using SMS, or phoning the school office – 8682 3677

At Port Lincoln High School, attendance is a focus. We aim to continue to improve our attendance rates with your support.

Thank you for your assistance and cooperation in these matters of attendance.
At Port Lincoln High School, student attendance is a high priority. We believe that students who attend regularly are more likely to be successful at school.

Port Lincoln High School uses an SMS system to assist with early identification of non-attendance or irregular attendance. This message system will ensure early parent notification and response.

The Port Lincoln High School attendance policy aims to enhance the process of parents and teachers working as a partnership to support students for future success at school.

**Compulsory Enrolment and Attendance at school**

All children aged between 6 and 17 years of age must be enrolled and attend school regularly.

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

**Why Regular Attendance is Important – A Message to Students**

- The more you attend, the more you will learn and the greater likelihood of you being successful.
- Getting the maximum benefit from school will improve your options for your future life.
- Attending school regularly will develop skills and attitudes such as: self-discipline; punctuality; and improved time-management.
- You will learn and practice the necessary social skills to live and work successfully with others.
- You will be safer at school than on the streets.
- People will be more positive about you if you have a good attendance record.

**Does my Child have to Attend School Everyday?**

**YES,** unless:

You have provided the school with an acceptable reason preventing your child’s attendance, such as:

- Your child is too sick to attend;
- Your child has an infectious disease such as chicken pox, mumps, measles, head lice or impetigo (cold sore virus);
- Your child is incapacitated by injury preventing movement around the school;
- Your child is accompanying you on a family holiday which cannot be arranged in school vacation time. An Exemption from School form will need to be completed (please contact the Front Office). Approval from the Principal can be given for a period of up to four weeks.

If possible, dental and medical appointments should be made out of school hours.

**Did you know?**

If you are absent 5 days every term this means that you would have missed half a year of school by the time you have finished Year 12.

Research shows that one day missed takes four days of effort to catch up.

Under the law, Centrelink has access to School Attendance records and can reclaim monies paid if a student is receiving an allowance and has more than five unexplained absences per term.

**Who can help with problems?**

- **Homegroup Teacher** - various
- **School Chaplain** - Lisa Heidenreich
- **School Counsellors** - Amy O’Brien / Peter Jolley
- **Assistant Principals** - Jarrod Jones (Year 8, 9 & 10) Jill Murdoch (Year 11 & 12)
- **Principal** - Tony Green

**What kind of assistance is available?**

- Discussion of issues and concerns
- Referral to other support agencies
- Assessment of student learning needs
- Negotiation of student learning plans
- Investigation of alternative learning pathways