Burton School Campus
Attendance Procedures.

If a student is absent:
1. Parents/Caregivers must notify the school by phone, in person, by sending a note to school, contacting Burton Attendance HOTLINE 82806212.
2. If planning to be away for an extended period of time, apply for an exemption through the front office.

Arriving Late or Leaving early:
1. If arriving late enter through the front office to inform admin staff and receive a late note (for the teacher).
2. If leaving early collect your child from the front office and sign them out. You will need to collect an early dismissal note which needs to be given to the teacher.

Should I notify the school if my child refuses to go to school?
Yes: You should notify the class teacher admin staff or the school counsellor as soon as possible to enable support for your child.

What assistance is available?
There are many staff members who can assist you if attendance is an issue for your child.
You can discuss your concerns with your child’s
• Class teacher
• School Counsellor
• Deputy and Principal
• Admin Staff

If the problem persists you can seek the assistance from the Student Attendance Counsellor who is located at the District Office
Ph: 82568113

Burton School Campus
Contact numbers
School: 82806277
Attendance Hotline: 82806212
ATTENDANCE

Regular attendance and participation in schooling is essential.

Under the Education Act of South Australia, parents and guardians are responsible for the regular attendance of all children in their care between the ages of 6 and 16 years.

(Education Act of South Australia. part VI Section 74-81)

Research has shown that children who attend school on a regular basis are more likely to achieve success in their education.

If students miss the basic skills in the early years of school, they often experience difficulties later, both educationally and socially.

How can I help my child be a regular attendee at school?

- Teaching your child that school is fun and learning is fun
- Visit the school and your child’s class to get to know the teacher
- Ensure your child has a good night’s sleep
- Ensure your child has a healthy breakfast
- Have a morning routine which your child understands
- Find time to discuss with your child how their school day has been
- Ensure your child has a uniform ready to wear to school.

Students cannot be successful at school if they are missing whole years of learning.

<table>
<thead>
<tr>
<th></th>
<th>Reception-Year 10</th>
<th>Total Time Absent</th>
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<tbody>
<tr>
<td>Absent</td>
<td>1 day per week</td>
<td>2 Years and 1 term</td>
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<tr>
<td>Late</td>
<td>30 minutes each day</td>
<td>1 year and 1 term</td>
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