

# Organising the school and preschool year, closure days and early dismissals procedure

This is a mandated procedure under the operational policy framework. Any edits to this page must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

## Overview

This procedure gives schools and preschools instructions around how to manage the organisation of school and preschool days, early dismissal, student-free days, temporary closure days, school terms and vacations. It also provides instruction on starting the school year.

## Scope

This procedure applies to all department staff at schools, preschools and corporate office and governing councils.

For the purposes of this procedure, school-based preschools must follow the requirements for schools.

This procedure does not apply to the closure or amalgamation of government schools and preschools (see the [amalgamating, closing, opening and naming preschools and schools procedure \(PDF 400KB\)](#) (staff login required)).



# Contents

Organising the school and preschool year, closure days and early dismissals procedure.....	1
Overview.....	1
Scope .....	1
Detail.....	4
School and preschool alignment .....	4
School and preschool terms and vacations.....	4
Organising a school day.....	5
Organising a preschool day .....	8
Student-free days .....	10
Temporary school and preschool closure days .....	11
Recording student attendance .....	13
Records management.....	14
Roles and responsibilities .....	14
Minister for Education.....	14
Chief Executive .....	14
Executive Director, Partnerships, Schools and Preschools.....	14
Director, Conditions for Learning .....	14
Education directors .....	14
Principals or preschool directors.....	15
Governing councils .....	16
Definitions .....	16
closure day.....	16
consultation.....	16
duty days .....	17
early dismissal.....	17
extreme heatwaves .....	17
guardian.....	17
implementation.....	17
in loco parentis .....	17
notice.....	18

parent .....	18
student-free day .....	18
Supporting information .....	18
Related legislation .....	19
Related policies.....	19
Record history .....	19
Approvals.....	19
Revision record .....	20
Contact .....	21

# Detail

## School and preschool alignment

In applying the requirements outlined in this procedure, it's recommended that schools and preschools work to align their days across the partnership. This enables the effective use of resources and makes sure families with children in multiple settings are not inconvenienced. This should be specifically considered for arranging student-free days and temporary closures or events of significance.

## School and preschool terms and vacations

The school year is divided into 4 terms. School term dates are determined by the Minister for Education and published at [South Australian state schools terms dates](#).

When determining term dates the following are considered:

- Student instruction of 40 weeks is divided into 4 terms of approximately equal length, with 2 weeks of vacation between them during the year.
- The Easter holiday period does not automatically determine the term 1 break.
- The Christmas and end-of-year vacation extends until the first non-public holiday after Australia Day, if possible.
- The number of duty days for teachers is consistent with any relevant industrial arrangement (including the professional development week for teachers in week 10, term 4).
- Any consultation with Catholic Education South Australia, the Association of Independent Schools of South Australia, and where possible, other Australian jurisdictions.

## School year start date for teachers and ancillary staff

The start date in term 1 for teachers and band B school leaders, school services officers and early childhood workers employed to work during term time only is the Thursday before the announced start date for students (referred to as week 0). Alternative arrangements may be approved by the Minister and published by the Chief Executive if the start of the school year is impacted by a public holiday.

## School year end date for students

All students must attend at the school or participate in an approved learning program in which they are enrolled on every school day, and for such parts of every school day, that instruction is provided.

However, for students with an approved exemption (see [exemption from school procedure \(PDF 243KB\)](#) (staff login required)) or students aged beyond the compulsory education age (ie 16 years) who have completed their course, the end of year date may be different to that set by the Minister.

See the [recording student attendance](#) section in this procedure for more information on the attendance codes applicable to these students.

# Organising a school day

## School start and finish times

The start and finish time of a school day and how the day is structured is determined by principals as a local decision.

When a principal sets or changes the start or finish time of the school day, they must develop a proposed timetable that indicates:

- when instruction time begins
- break times for lunch and recess
- when the school day finishes.

## Organising the school day and timetabling

When considering the structure of the school day, principals must make sure the timetable reflects the best interests of students and their local circumstances, for example transport and care arrangements. This means that principals must:

- consider bus timetables, local transport needs of families and other local school finishing times
- consider the proposed length of the school day and its impact on the wellbeing of children and staff
- consult with the school community including staff, students, parents and relevant service providers, for example out of school hours care, to make sure the majority of the community supports the proposed timetable
- seek endorsement by majority from the school's governing council
- give sufficient notice to parents of the approved changes before implementation (minimum 6 months). For new schools without an established school community the notice period may be reduced as approved by the education director.

School timetables must make sure:

- schools must be open from Monday to Friday in each week (not including public holidays or school vacations)
- at least 1575 to 1650 minutes is set aside over the course of a 5-day school week for instruction, not including any lunch or recess breaks
- intervals are set aside for lunch and recess. A lunch break must be no less than 30 minutes on each school day, and schools must provide for recess on each school day. Recess may be arranged around morning or afternoon classes or both. Supervised eating in a classroom cannot form part of the 30-minute break for lunch, as this is classified as instruction time
- compliance with any [acts, awards and agreements](#), including in the [enterprise agreement for school and preschool staff](#).

## Early dismissal

The Chief Executive has determined that early dismissal of students in government schools can be provided up to 1 hour before the normal end of the school day:

- on the last school day before the Easter long weekend
- no more than 4 times a year for the purpose of the end of school terms
- for the purpose of an annual school sports day
- for the purpose of an annual district-wide sports carnival
- in the event of an extreme heatwave declared by the State Emergency Services, or where the health and safety of the children at the school are considered at risk due to the absence, localised failure or poor performance of air conditioning on days of extreme heat (36 degrees or above) (see the [exceptional early dismissal for 'extreme heat' scenarios](#) section in this procedure).

For any other early dismissals, the principal must seek the Chief Executive's approval through their local education director.

Before implementing an early dismissal, principals must consider:

- the safety, wellbeing and best interests of children and students and local circumstances
- staff industrial arrangements
- bus timetables
- local transport arrangements.

Where a school provides an out of school hours care service, the principal should make sure to consult with the provider.

## Parent consent

Principals are required to provide parents with sufficient information about early dismissals including the reason, time and date of the early dismissals. Parents must provide the school with consent (written or digital) for their children to be dismissed early from school for the purposes outlined in the consent request.

Parent consent for the Chief Executive approved early dismissals outlined above is only needed once at the time of enrolment. Consent must clearly state that it's in place for the entire time the student is enrolled and attending at the school unless the parent withdraws it by notifying the principal (or their delegate). Schools can use the [consent form for Chief Executive approved early dismissals \(DOC 75KB\)](#) (staff login required)..

Where consent is being obtained digitally using an online mechanism, schools must:

- have paper-based processes for families that prefer not to use online mechanisms for granting approval
- have processes in place to verify the email address of parents and guardians on file
- provide unique links or emails to the parents of each student when requesting consent
- make sure that they first complete a risk assessment of the use of the third-party supplier (ie forms

software) to consider any privacy or cyber security risks associated with storing personally identifiable information and make sure its use is in accordance with the department's ICT security and privacy policies. At a minimum, data in transit must be encrypted and controls implemented to protect data at rest.

For advice or assistance in conducting a risk assessment for electronic consent systems, contact ICT Services via:

- 8204 1866 (metro)
- 1300 363 227 (regional)
- the [edIT portal](#) (staff login required).

Students who do not have consent from their parents to be dismissed early must be adequately supervised at the school until normal dismissal times.

The care of children remaining at school until normal dismissal must not be a cost to parents.

To register parent consent in EDSAS, schools can use the department's [EDSAS – student module – bulk permissions FS60-11 factsheet](#) (staff login required).

## Children under the age of 6 years

A parent may request that a child under the age of 6 years be dismissed up to 1 hour earlier than normal dismissal time in the afternoon. The request must be made to the principal in writing, and can be made at any time of the year. Requests will be considered on a case-by-case basis. The school must not apply this early dismissal as a whole-school approach for all students or a group of students under the age of 6 (all reception students).

If there's already a scheduled early dismissal for all students of the school, then any student receiving this arrangement will leave at the scheduled early dismissal time, not an additional 1 hour earlier than that.

## Staff on duty

On days of early dismissal of students, staff (specifically principals, teachers and non-teaching staff rostered to work) must remain on duty at the school until the normal dismissal time and while students are physically present at school.

Principals must make sure and may direct that staff remain on duty to supervise students present at school whose parents are unable to make alternative arrangements to collect their children at early dismissal. This also applies to parents who have not provided consent for their children to be dismissed early. Staff owe a duty of care to protect the welfare and safety of the students in their care and control. This duty requires staff to make sure students are adequately supervised (for example, the required teacher to student ratio) while waiting to be collected by their parents from school (see [duty of care policy \(PDF 182KB\)](#) (staff login required)).

On days of early dismissal where students are not present the principal may advise staff that they may finish at an earlier time.

## Notice of early dismissal

In all situations where an early dismissal is planned there must be sufficient written notice, of a minimum of 1 month, given to parents.

### Exceptional early dismissal for 'extreme heat' scenarios

Principals must make sure that parents are aware of their sun protection policy and the school's process for early dismissal due to 'extreme heat' scenarios. This notice should be included in the information to parents when seeking parental consent for early dismissals at enrolment. Schools should make sure that parents are advised as soon as practicable of any updates to the school's policy or process using the normal communication channels used between the school and parents.

Providing for an early dismissal in cases of 'extreme heat' scenarios should be used with caution as early dismissal may expose some students to greater heat risks in their own homes or from travelling during the hottest part of the day (usually during 11.00am to 3.00pm). Where possible, schools should follow the directions provided on the [inclement weather and sun protection](#) EDi page (staff login required).

Before considering early dismissal in these circumstances, principals must consider:

- the school's location and building design
- consolidating students in air-conditioned areas
- other risk factors, such as high humidity, high winds or bushfire activity.

In cases where early dismissal is considered necessary, parents must be notified as soon as possible before students are dismissed. This decision should be documented in line with department [records management practices](#) and reported to the education director. Parents who are logistically unable to accommodate an early dismissal must not be required to provide alternate collection arrangements (see the [staff on duty](#) section in this procedure).

Where the failure of air conditioning is caused by a prolonged loss of electricity to the township or suburb, or the proposed dismissal needs to be more than 1 hour before the usual dismissal time, schools must seek an emergency closure authority (refer to the [closure day due to emergency or building works](#) section in this procedure).

## Organising a preschool day

Under the National Partnership on Universal Access to Early Childhood Education Agreement (the Agreement) each child is eligible to access a total of 600 hours of preschool over 4 terms. The Agreement provides for flexibility in the way preschools choose to deliver the 600 hours to children over 4 terms in the year before starting school.

Preschool will generally be offered to children between the hours of 8:30am to 3:30pm. Where the length of the preschool day and school day does not align for school-based preschools, principals must consider whether this will impact on preschool attendance and change the hours if necessary.

Models for the delivery of 600 hours may be locally determined and must make sure staff industrial entitlements are maintained.



Models for providing preschool include delivery over:

- 2 full days
- a 2-week model – 12 hours one week and 18 hours the next week
- a mixture of full and half days
- 3 days per week.

Where the majority of children attend for 6 or more hours, this constitutes a full day and the process outlined below needs to be followed.

Preschool directors must notify the department's Regulation and Compliance Unit by email at [education.NQFEnquiries@sa.gov.au](mailto:education.NQFEnquiries@sa.gov.au) when they have determined or changed their operating hours.

## Delivering preschool over full days

Full-day preschool programs may be provided to allow children to access their full entitlement of 15 hours of preschool over 2 days where:

- there's strong governing council, parent and staff support for the model
- particular attention is paid to the level of children's engagement at the beginning and end of each day to make sure they're spending it in quality early education experiences
- staff rostering occurs in such a way that:
  - industrial entitlements are met
  - consensus is reached between staff, where possible, on staff meeting times, which must be held during staff working hours
  - time for preparation, set up, and pack up is provided outside of the preschool teaching time.

## Implementing a full-day model

Before implementing a full-day model, preschool directors or principals must:

- make sure all staff are consulted before making significant changes to work practices (refer to [engaging and consulting with employees and unions](#))
- conduct a risk assessment
- seek approval in writing from their education director of the proposed model, subject to the consultation process.

On confirmation of the education director's approval:

- seek feedback from the governing council
- consult with parents of children attending, or who are to attend, to gain majority support for the model
- identify the timeframe and process for reviewing the provision of full days.

On confirmation of majority governing council and parent support for the model:

- advise their education director of the decision to implement a full-day model.

## Reviewing a full-day model

Preschool directors or principals must review the model of delivering preschool over full days annually to make sure:

- the quality of the curriculum, children's learning, attendance and access to 15 hours of preschool is not compromised
- parents and governing council are consulted about the service delivery model
- staff are consulted about the impact of the service delivery model.

## Student-free days

### Preschools (standalone)

Preschools can access the equivalent of 2 student-free days per school year to undertake staff development programs related to core business (for example the curriculum). These days will be considered duty days.

A student-free day must be approved by the education director following endorsement from the governing council. Families must be given at least 1 month's notice of a student-free day.

Preschools should consider the placement and timing of each student-free day to make sure the closure does not impact on the same group of children if possible. For example, not always having a student-free day on a Monday.

After student-free days, it is recommended that the preschool director provides a report to the education director and the governing council outlining the aims and the outcomes of the staff development program undertaken.

### Schools (including school-based preschools)

#### Student-free days approved by the principal and endorsed by governing council

The Chief Executive has determined that a maximum of 3 student-free days may be scheduled during the school year, and approved by the principal, for particular activities relating to school management, planning meetings or staff development programs. In the case of small schools of 2 or 3 teaching staff including the principal, the maximum is 4 student-free days.

The maximum of 3 is reduced to 2 student-free days (or 3 in the case of small schools as described) if the school is temporarily closed for events of significance or due to emergency or building works.

Principals should seek governing council endorsement for student-free days.

These student-free days are scheduled on the principal's recommendation.

## Staffing for student-free days

The number of approved student-free days and temporary school closures must not include the 2 days that teachers must be on duty before the start of the school year.

Principals, teachers and non-teaching staff rostered to work must remain on duty on student-free days.

## Scheduling student free days

When scheduling student-free days for the year, principals must consider:

- the best interests of students and local circumstances
- staff industrial arrangements
- bus timetables, local transport needs of families and other local school finishing times.

Principals must also make sure at least 1 month's notice has been given to parents of the approved student-free days.

The Chief Executive may direct that a student-free day be held in specified schools on the same date, if it's considered to be in the best interests of the community.

## Notifying about student-free days

Parents and providers of services, such as cleaners, transport, food and general school supplies (where appropriate), must be notified at least 1 month before the approved date of a student-free day.

Once student-free days have been endorsed by the governing council and approved by the principal (or the Chief Executive, if required), schools should give their education director a list of proposed student-free days for the coming year.

## Additional student-free days

If necessary, the Chief Executive can determine and approve additional student-free days, which the department will communicate to principals and preschool directors.

## Publishing student-free days

Principals and preschool directors must publish the dates of approved student-free days on their school or preschool website.

## Temporary school and preschool closure days

Schools must be open from Monday to Friday in each week (not including public holidays or school vacations).

Except as listed below, schools must not be closed on a school day, unless first approved by the Chief Executive (or their delegate).

## Closure days for events of significance recommended by governing councils (schools, including schools with a school-based preschool)

Together, the governing council and principal may recommend to the education director closing a school for a maximum of 1 school day or 2 half days each school year for events of local significance.

These events may be restricted to the local district or be of particular interest to a majority of parents and students; for example, agricultural and horticultural shows, including the Royal Adelaide Show.

Principals and teachers are not required to remain on duty when a school closure is authorised, except where the Chief Executive has directed otherwise in special circumstances.

Non-teaching staff are normally required to work on all occasions when the school is closed. However, recreation leave may be used if an entitlement exists or the principal may grant leave without pay or, by rearranging timetables, authorise such employees to work their normal total number of hours within the pay period. School Services Officers who have accumulated TOIL may be granted TOIL with approval of the principal.

Governing councils must make sure there's sufficient consultation with the school community, including staff, students and parents, to determine that the majority of the school community supports the proposed closure day.

The principal must seek the education director's approval before notifying families of the temporary school closure.

Once approved by the education director, parents and providers of services, such as cleaners, transport, food and general school supplies (where appropriate), must be notified at least 1 month before the approved date of the temporary school closure.

## Closure day due to emergency or building works (schools, including schools with a school-based preschool, and stand-alone preschools)

Planned closures for building works should be coordinated through the nominated department coordinator for the project. Where possible, they should be scheduled to occur after-hours or on term vacations, to minimise disruption for students and families.

For more information or advice about building works, contact the department's Capital Works Project Delivery Team on 8226 1172 or at [education.CapitalPrograms@sa.gov.au](mailto:education.CapitalPrograms@sa.gov.au).

Schools and preschools identified as having high to extreme bushfire risk will close if their district has a catastrophic fire danger warning. The department will contact the school or preschool if this is scheduled to occur. For more information, see [schools and preschools at high risk of bushfires](#).

In addition, a school or preschool may require an emergency temporary closure for the safety of staff and students; for example, if there's a fire, extended utility outage, major storm, bomb hoax or suspicious package. Schools or preschools seeking a temporary emergency closure must:

- contact the Security and Emergency Management Unit on 1800 000 279
- notify their education director

- maintain duty of care to staff and students while the school or preschool remains open, before closure
- follow the instructions outlined in [emergency management for schools, preschools, education offices and corporate offices](#).

Schools or preschools cannot be closed for temporary emergency purposes before the Minister (or their delegate) has given approval. This approval will be communicated to the principal or preschool director through their education director.

Refer to the [emergency management policy \(PDF 233KB\)](#) and [emergency management procedure \(PDF 376KB\)](#) for more information or email the Security and Emergency Management Unit at [education.SecurityAndEmergency@sa.gov.au](mailto:education.SecurityAndEmergency@sa.gov.au).

Standalone preschool closures due to emergency or building works are reportable to the Education Standards Board. To do this, preschool directors must report closures relating to emergencies on the Incident and Response Management System (IRMS). Closures relating to building works must be discussed with the Capital Works Project Delivery Team on 8226 1172 or at [education.CapitalPrograms@sa.gov.au](mailto:education.CapitalPrograms@sa.gov.au).

## Publishing temporary school closure days

Principals and preschool directors must publish the dates of approved temporary school or preschool closure days on their school or preschool website.

## Recording student attendance

The range of codes to be used to record student attendance are outlined in the following:

- [data dictionary \(PDF 1MB\)](#) (staff login required)
- [student data management on EDSAS](#) (staff login required)
- [preschool attendance recording procedure](#) (staff login required)
- [student attendance fact sheet \(PDF 397KB\)](#) (staff login required).

Some codes for use in relation to this procedure include:

- Y – End of Year – for students over the age of compulsion (16+ years) who have completed requirements for the South Australian Certificate of Education (SACE) or other qualification under an approved learning program
- R – Risk/Hazard – for school closures or early dismissals relating to emergency circumstances
- Early dismissal permission code – [FS60-103-record-student-permissions \(PDF 801KB\)](#) and [FS60-11-bulk-permissions adding and deleting](#)
- E – Exemption.

Closure for days of significance, student-free days and temporary school and preschool closure days are recorded in the school calendar by using the schools day classification codes found in EDSAS under 'day classification reference table'.

# Records management

All student attendance records must specify school closure days and student-free days in line with the department's:

- [attendance policy \(PDF 242KB\)](#) (staff login required)
- [attendance, delivery and collection of preschool children](#) (staff login required).

All school and preschool records must be kept and stored in line with the department's [information and records management policy \(PDF 139KB\)](#). No record can be disposed of without the prior approval of the Records Management Team.

Questions about the destruction of records can be emailed to [education.disposal@sa.gov.au](mailto:education.disposal@sa.gov.au).

# Roles and responsibilities

## Minister for Education

Determines school term and vacation dates.

Approves the temporary closure of a school due to an emergency or for the purposes of carrying out building work.

## Chief Executive

Determines the organisation of school days, early dismissals and student-free days.

Directs a teacher (and non-teacher) to work on a temporary school closure day where necessary.

Approves the temporary closure of a school due to an emergency or for the purposes of carrying out building work.

## Executive Director, Partnerships, Schools and Preschools

Approves temporary closure days for events of local significance, published on a school's website.

## Director, Conditions for Learning

Maintains and reviews this procedure.

Gives advice and support to leaders and educators on applying the requirements of this procedure.

## Education directors

Approve the implementation of full-day model in preschools.

Approve student-free days for standalone preschools.

Approve temporary closure days for events of local significance, published on a school's website.

Support schools and preschools during emergency closures.

Make sure principals and preschool directors manage temporary closures and organise the school and preschool day and student-free days in line with instructions set out by relevant national and state legislation and department policies and procedures.

Approve the reduction of the implementation notice period to parents of a new school's timetable (where necessary).

## Principals or preschool directors

Set or change the start or finish times of the school day (organise the school day) and the arrangements around providing preschool.

Set or change the start or finish times of the preschool day (organise a preschool day).

Make sure the preschool or school day is organised in line with this procedure.

Consult with the school or preschool community, including staff, students and parents and relevant service providers on:

- proposed school timetables
- full-day preschool models.

Approve the organisation of the school day and school and preschool student-free days following endorsement of governing council.

Allow the early dismissal of children for approved early dismissals and for children under the age of 6 years on a case-by-case basis.

Consult with out of school hours care providers before scheduling student early dismissals.

Notify the education director as soon as possible of an early dismissal for 'extreme heat' scenarios.

Appropriately manage industrial arrangements including human resource decisions for staff when implementing this procedure.

Notify all parents of the approved school timetables, temporary school closure days for events of significance, student-free days and early dismissals.

Notify providers of services of student-free days and temporary school closures for events of significance.

Publish the dates of approved student-free days and approved temporary school closure days on their school or preschool website.

Seek feedback from governing councils on proposed preschool full-day models.

Seek approval from the education director to implement a preschool full-day model.

Review the model of delivering preschool over full days, annually.

Seek approval from the education director for preschool (standalone) student-free days.

Provide a report to the education director and the governing council outlining the aims and the outcomes of the staff development program undertaken on preschool (standalone) student-free days.

Recommend and seek endorsement by majority from the school's governing council for approved student-free days.

Provide a list of approved student-free days to the education director.

Help governing councils on recommending proposed school closure days for events of local significance to the education director.

Plan closures for building works through the nominated department coordinator.

Seek approval from the Chief Executive (or their delegate) for temporary emergency closures before implementation.

Make sure that matters are reported to the Education Standards Board by making a notification to the Regulation and Compliance Unit, IRMS or the Senior Manager, Capital Works (as the case requires) as outlined in this procedure.

Make sure students are adequately supervised by staff at all times when a school or preschool is open or in operation and students are in their care and control.

Make sure all records are managed, kept and stored in line with the department's policies and procedures.

## Governing councils

Endorse the proposed school day and timetabling organisation to make sure it reflects the school community's needs.

Provide feedback and support on a preschool full-day model.

Endorse student-free days where appropriate.

Recommend a school closure day for events of local significance, where appropriate, after consulting with the school community, including staff, students and parents, to determine that the majority of the school community supports the proposed closure day.

## Definitions

### closure day

The temporary closure for the purpose of:

- an event of local significance, for example the Royal Adelaide Show (schools only)
- emergency or building works (schools and preschools).

### consultation

A formal process of discussion and engagement to gather and share information and views from an



identified group or groups of your school community, before a decision is made. The consultation process must include gathering information and feedback from stakeholders impacted by the decision or plan. It should give stakeholders a genuine opportunity to contribute effectively to the decision-making process and to influence the decision making.

Consultation should make sure that feedback received is appropriately documented and considered. It should involve transparent and clear communications and decision making, and include timeframes about approval and implementation determined and followed.

## duty days

The days when schools are open, or are closed in line with this procedure, or by other formal direction.

They include the Thursday and Friday immediately before the start of each school year and public holidays that are not in the school vacation periods.

A teacher is considered to be on duty on a day that would normally be a duty day when they're granted leave with pay, including long service leave, sick leave or other special leave. This does not include weekend days or school vacations.

## early dismissal

The dismissal of students before the regular scheduled end of the school day (normal dismissal time). Staff are expected to remain on duty unless advised otherwise.

## extreme heatwaves

Extreme heatwaves are rare, but are dangerous for anyone who does not take precautions to keep cool, even those who are fit and healthy. People who work or exercise outdoors are particularly at risk. The reliability of infrastructure, like power and transport, can also be affected. The SES will issue a separate emergency warning message for each area in which an Extreme Heatwave is forecast. Generally, the definition of a heatwave for Adelaide is 5 consecutive days at or above 35°C, or 3 consecutive days at or over 40°C. This definition is only applicable to Adelaide since climatic norms differ across the state.

## guardian

A person who has legal guardianship or custody of a child.

## implementation

The process of putting a decision or plan into action. This should be scheduled after families have been consulted and have received sufficient notice following final approval.

## in loco parentis

A person acting in a parental style relationship with a child, where the person has intended to place

themselves in the position of a parent toward a child and has assumed the same duty and authority as a parent with respect to the nurturing, control and protection of a child. A person in loco parentis may include a person:

- in a de facto relationship with a child's biological parent where they have assumed responsibility for the child
- who has taken over care of a child after the death of both biological parents, or where there has been a family breakdown and the child is estranged from both biological parents
- in an informal fostering arrangement.

This person does not have to assume any or all financial responsibility for a child to satisfy this definition.

## notice

A written or printed notice or announcement, allowing as much time as possible before a change takes effect.

## parent

For the purposes of this procedure, the term parent refers to all persons responsible for the child. A person responsible for the child means a person who is the child's:

- biological parent, adoptive parent or other person recognised as a parent if the child was conceived following a fertilisation procedure or under a surrogacy arrangement
- guardian
- person standing in loco parentis.

This does not include a person who has had their legal custody, guardianship or responsibility for the child removed by a Court, Act or Law. As an example, a biological parent who has had their custody, guardianship or parental responsibility for the child removed by a parenting order made under the Family Law Act 1975 is not a person responsible for the child.

## student-free day

A day for the purpose of school and preschool management, improvement planning or staff development, where students are not present at the school or preschool. Staff must remain on duty unless advised otherwise.

## Supporting information

[Attendance, delivery and collection of preschool children](#) (staff login required)

[Data dictionary \(PDF 1MB\)](#) (staff login required)

[Enterprise agreement for school and preschool staff](#) (staff login required)

[Student data management on EDSAS](#) (staff login required)

[Student attendance fact sheet \(PDF 397KB\)](#) (staff login required)

[Teachers \(DECS\) Award \(PDF 323KB\)](#)

## Related legislation

[Education and Children's Services Act 2019](#)

[Education and Children's Services Regulations 2020](#)

## Related policies

[Amalgamating, closing, opening and naming preschools and schools procedure \(PDF 400KB\)](#) (staff login required)

[Attendance policy \(PDF 242KB\)](#)

[Duty of care policy \(PDF 182KB\)](#)

[Emergency management policy \(PDF 233KB\)](#)

[Emergency management procedure \(PDF 376KB\)](#)

[Exemption from school procedure \(PDF 243KB\)](#) (staff login required)

[Information and records management policy \(PDF 139KB\)](#)

[Preschool attendance recording procedure](#)

## Record history

Published date: November 2021

## Approvals

OP number: 229

File number: DE20/10852

Status: approved

Version: 2.6

Policy Officer: Manager, Policy and Strategy, Partnerships, Conditions for Learning

Policy sponsor: Director, Conditions for Learning

Responsible Executive Director: Executive Director, Partnerships, Schools and Preschools division

Approved by: Director, Conditions for Learning

Approved date: 22 November 2021

Next review date: 22 November 2024

# Revision record

Version: 2.6

Approved by: Director, Conditions for Learning

Approved date: 22 November 2021

Review date: 22 November 2024

Amendment(s): Inclusion of reference to recording student attendance and approval change of standalone preschool student free days.

Version: 2.5

Approved by: Director, Conditions for Learning

Approved date: 13 September 2021

Review date: 13 September 2024

Amendment(s): Updated timetable implementation notice period to parents for new schools.

Version: 2.4

Approved by: Director, Conditions for Learning

Approved date: 4 June 2021

Review date: 4 June 2024

Amendment(s): Updated contact details– closures for emergency or building works.

Version: 2.3

Approved by: Director, Conditions for Learning

Approved date: 17 March 2021

Review date: 17 March 2024

Amendment(s): Clarification of delegation – closures for emergency or building works and incorporation of changes as per the Education and Children’s Services (Miscellaneous) Amendment Bill 2021.

Version: 2.2

Approved by: Director, Conditions for Learning

Approved date: 19 October 2020

Review date: 19 October 2023

Amendment(s): Clarification of available leave arrangements for ancillary staff around school closure days.

Version: 2.1

Approved by: Director, Conditions for Learning

Approved date: 15 September 2020

Review date: 15 September 2023

Amendment(s): Hyperlink corrections.

Version: 2.0

Approved by: Chief Operating Officer

Approved date: 6 August 2020

Review date: 6 August 2023

Amendment(s): Implementation of the new Education and Children’s Services Regulations.

Version: 1.1

Approved by: Director, Conditions for Learning

Approved date: February 2020

Review date: February 2023

Amendment(s): Amendment to correct legislative references. New branding applied to document, published as HTML document on EDi, edited for plain English in consultation with Communications Directorate.

Version: 1.0

Approved by: Director, School and District Operations

Approved date: 1 July 2007

Review date: 1 July 2010

Amendment(s): New procedure.

## Contact

Conditions for Learning

Email: [education.PartnershipsSchoolsandPreschoolsDivision@sa.gov.au](mailto:education.PartnershipsSchoolsandPreschoolsDivision@sa.gov.au)