



Attendance Procedure

School Responsibilities

Regular attendance at school is essential to assist students to maximise their potential. While parents are legally responsible for the regular attendance of their children, **the school is responsible for supporting regular attendance by:**

- Providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- Promoting regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
- Recognising and rewarding excellent and improved attendance.
- Maintaining accurate records.
- Implementing programs and practices to address attendance issues.

Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

Student Responsibilities

Students are responsible for following the school's attendance processes and procedures.

All students are required to attend each period each day as indicated on their school timetable and are expected to arrive at school at the designated times as indicated on the bell times schedule.

Late arrival to school

- A student who arrives late is required to go directly to the Administration Office to sign-in to school. Late students are required to present an explanation from parents/carers, unless an exceptional circumstance has occurred on the way to school. An explanation about the lateness is to be sent to school via SMS, email, voice mail or written note.
- Students with persistent unacceptable and unexplained reasons for being late, such as poor personal organisation, will be supported through the school wellbeing procedure. Additional interventions such as parent contact/interview may be implemented for those students who display continued patterns of lateness without a satisfactory reason.

Early leave from school

- Students who wish to get approval for Early Leave must have a note signed by their parents/carers requesting permission for the student to leave at the stated time. The student must take this note to the Green Box outside the Administration Office before Period 1. Students will be issued with an early leavers pass which they need to collect from the office after recess. This pass is to be shown to the classroom teacher before leaving class. The student must then go to reception, to sign out before leaving the school grounds. The early leavers pass must be carried by the student as evidence of approval and can be required to be shown to the Police upon request. A student places themselves at risk and beyond the duty of care of teachers if they leave the school without permission. Failure to comply with these procedures may result in disciplinary action as per school disciplinary policy.



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Study periods

- Year 11 and 12 students who have study lessons as indicated on their timetable have their attendance marked at the library, where they will spend their study period in the library.
- Students with study periods during the school day may apply for permission to go home for those periods. This application is processed by the school senior executive and the administration office and will be recorded as a regular variation to expected attendance.

Leaving Class

- Students who need to leave class or anticipate arriving to class late from the playground or a previous lesson, must seek permission from their teacher. This could be to go to the toilet, sick bay or to arrive late from a previous lesson because they were detained or helped in cleaning up. Their teacher will provide a note for leaving class.

Parent Responsibilities

- Ensuring their children attend school regularly.
- Contacting the school from the first day of any period of absence via telephone call, written note, text message or email. This must be followed up with an explanation for the absence from the parent/carer to the school within 7 days from the first day of the absence. This can be done via voice call, text message, email, written note, or through our parent portal.
- Ensuring a medical certificate is provided to the school for all sick leave absences in excess of 3 days.
- Ensuring a medical certificate is provided to the school and submitted to the Deputy Principal for all students in Years 11 and 12 on the day of, or before, an Assessment Task or exam. *This is a NESAs requirement.*
- Working in partnership with the school to plan and implement strategies to support regular attendance at school. This includes communicating with the school if they are aware of issues affecting their child's attendance or engagement with school.
- Work experience opportunities investigated with support of Careers Advisor if required.

Attendance Monitoring Responsibilities

ROLL CALL TEACHERS (Home Room teachers) are responsible for:

- Accurately marking the roll every morning on Sentral (text message sent to parents by office when student is marked absent)
- Encouraging student to bring note in for absences. Reporting to Year Adviser when a student's pattern of attendance or lateness is of concern. Reporting persistent lateness promptly to the Head Teacher (HT) or Deputy Principal.
- Recognising and rewarding excellent and improved attendance.



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CLASSROOM TEACHERS are responsible for:

- Accurately recording attendance at the start of every lesson on Sentral.
- In the case of late arrivals and early departures, the times must be recorded on Sentral.
- Reporting
 - a) ascertain nature of absence
 - b) chronic non-attendance
 - c) fractional truancy
 - d) persistent lateness to class
 - e) record on Sentral
- HT to implement strategies to improve attendance issues. Parental contact to be made. If no improvement HT to report to Deputy Principal and/or Learning Support Team.

SPORT TEACHERS are responsible for:

- Accurately recording attendance at the start of each sport session on Sentral.
- Attendance information contained on paper rolls when needed must be transferred to the attendance register on Sentral by the end of the school day.
- Sport teachers must contact the school (administration office) immediately if they believe a student is truanting.
- Sport coordinator/teachers must follow up all absences promptly and ensure that fractional truants are reported to the HT HSIE/PDHPE or the Senior Executive who will implement strategies to improve attendance. Parents to be notified.

ALTERNATIVE/SPECIAL DAYS

- On days where a student is absent from the school site on official school business e.g. school excursions, work experience, zone/regional/state carnivals it is important that the teacher in charge marks the roll and rings the front office promptly to let the school know who is absent.
- If teachers receive verbal explanations from parents, they should record, sign and date the explanation.

HEAD TEACHER KLAs are responsible for:

- Providing an opportunity for teachers to refer students with poor attendance patterns in their classes.
- HTs check Sentral following up on attendance concerns referred by teachers in faculty.
- Sending letters of concern / N Award determinations / parent contact.
- If necessary, making parental contact to discuss impact on student learning.



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YEAR ADVISERS (YA) are responsible for:

- Monitoring student attendance for year cohort reporting issues at Wellbeing Team meetings with the Deputy Principal.
- Advise school of issues likely to affect a student's attendance pattern through email or a minuted meeting.
- Contact parents of students causing concern to discuss absences.
 - (Document on Sentral- parent contact and discussion.)
- Discuss students at the Wellbeing meeting regarding follow up.
- Document all strategies on Sentral that have been implemented to address the needs of students whose attendance has been of concern.

WELLBEING TEAM are responsible for:

- Constantly liaising with YA/HT'S and Deputy/Principal re: attendance issues.
- Conduct 85% attendance report fortnightly
 1. Check re: legitimacy of absences
 2. Interview student
 3. Phone contact with parent/carer
 4. Letter of concern sent home - Letter A - School letter
 5. May require parent interview
 6. Organise support personnel where required eg. School Counsellor, Learning and Support, Student Support Officer, Careers Advisor.
 7. Implement strategies to assist students to improve attendance – establish positive attendance plan, monitoring card, attendance contract, establish an Independent Education Plan (IEP) if needed, establish an alternative school program, address bullying or social issues, set up teacher mentor, peer buddies.
 8. Discuss attendance issues at Learning Support meetings.
 9. Still no improvement – Warning letter sent home – Letter B - Home School Liaison Officer (HSLO).

Discuss with HSLO, interview with HSLO, no improvement, referral to HSLO – Attendance Improvement Plan is implemented.



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LEARNING SUPPORT TEAM are responsible for:

- Resolving attendance difficulties by implementing a range of additional school-based strategies including:
 1. Student/parent interviews.
 2. Reviewing the appropriateness of the student's educational plan.
 3. Providing teacher aide support.
 4. Referral to outside agencies.
 5. Seek advice about culturally appropriate responses from relevant services and working collaboratively with them.
 6. Identify if other agencies are involved with the family and liaise with them when a student's attendance is of concern and where it is determined that the issues impacting on attendance are outside of the role of the school to address in isolation. The school may have a role in working collaboratively with the services to engage the family. Family case discussions should be attended by school representatives if the issues relate to students whose attendance is a concern. Meetings and interviews at the school may also involve representatives from support agencies. They may be initiated by school, other agency or departmental staff. Schools may also refer families to services, in discussion with families.

HOME SCHOOL LIAISON OFFICER (HSLO) is responsible for:

- Attends the school regularly and conduct 85% attendance report.
- Discussing student's attendance causing concern with Deputy Principal to ascertain strategies that have been implemented.
- Interviewing students whose attendance is showing no improvement.
- Developing, implementing and monitoring School Attendance Improvement Plan in consultation with HT Wellbeing, School Counsellor and Deputy.

SCHOOL COUNSELLOR/STUDENT SUPPORT OFFICER is responsible for:

- Participating in the development, implementation and evaluation of School Attendance Improvement Plans where appropriate and as negotiated with HSLO and Deputy Principal.
- Following up on wellbeing issues as discussed at the Wellbeing Team Meetings/ Learning Support Meetings.

CAREERS ADVISOR is responsible for:

- Monitoring TAFE and work experience attendance.
- Providing names of students going to TAFE courses to office. Office staff record details on Sentral.
- Advising office staff of TAFE attendance to adjust Sentral records.
- Providing names of students going on work experience to office. Office staff record details on Sentral.
- Receiving attendance details from employers and then advises office staff to adjust Sentral records.



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SCHOOL ADMINISTRATION STAFF are responsible for:

- Recording student absences, leave, flexible attendance, lateness to school and early leavers each day on Sentral.
- Ensuring that SMS is sent promptly to parents to notify them of the student's absence.
- Recording parent responses to SMS messages and other calls from parents regarding absences/leave on Sentral.
- Retaining records of written, electronic and verbal explanations from parents.
- Sending letter home when no explanation has been forthcoming after 7 days.
- Updating attendance records following confirmed truancy incidents.
- During evacuation – collect rolls from SAM, distribute to YA, once rolls marked collect rolls, discuss any discrepancies with YA, report any issues/discrepancies to Deputy/Chief Fire Warden.

DEPUTY PRINCIPAL is responsible for:

- Liaising with YA/HT regarding ongoing attendance issues.
- Dealing with incident of repeated truancy that are of concern for a student. Counsel student, contact parents by phone and/or letter and support through the school wellbeing system. Parents may request a parent interview to discuss the matter further.
- Ensuring parents and students will be made aware of the consequences of repeated truancy i.e. short suspension from school.
- Ensuring in the event of a student of post-compulsory age being suspended for truancy they will also receive a warning letter regarding possible expulsion from school.
- Conducting 'spot checks' of year groups as required.
- Following up on students with continual lateness. Give approval for early leaver requests each day. Parents will be contacted if necessary and requests will only be approved for genuine reasons.
- Managing cases of significant truancy.

PRINCIPAL is responsible for:

- Dealing with attendance issues which require a suspension. Parents and students must then have a resolution of suspension interview to discuss a change in the student's behaviour.
- Moving to exclude students of post-compulsory age whose attendance continues to be of concern following application of school welfare and discipline measures.
- Giving students approval for requests for extended leave (i.e. 5 days or more). For periods exceeding 10 school days will seek approval from Regional Director to give an 'exemption' from school by DET (doesn't affect school attendance data).