Attendance Policy & Improvement Plan
Learning for Life

RESPECT RESPONSIBILITY

Preamble:
Regular attendance is essential to ensure engagement and success that will lead to a solid foundation for our students’ future. Attendance is a shared responsibility between parents/caregivers and school.

Every child of compulsory school age (until the age of 17) is required to be enrolled at an educational institution and must attend on every day that instruction is provided. Although there is no legal requirement for post compulsory aged learners to be enrolled, there is an expectation that once enrolled learners will attend on a regular basis.

As a school we are required to monitor student attendance and follow up on any unsatisfactory or unexplained absences. It is important to keep in mind that repeated absences and lateness are not in the best interests of any student (whether under compulsion or over compulsion), and that we must remain alert for patterns of absences or lateness.

Early identification and intervention of non-attenders or irregular attendance is proven to improve student learning outcomes.

Lesson Times

<table>
<thead>
<tr>
<th>Monday, Wednesday - Friday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warning Bell</strong></td>
<td>8:40</td>
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<tr>
<td><strong>Home Group</strong></td>
<td>8:45 – 9:00</td>
</tr>
<tr>
<td><strong>Lesson 1</strong></td>
<td>9:00 – 9:45</td>
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<tr>
<td><strong>Lesson 2</strong></td>
<td>9:45 – 10:30</td>
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<tr>
<td><strong>Lesson 3</strong></td>
<td>10:30 – 11:15</td>
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<tr>
<td><strong>Recess</strong></td>
<td>11:15 – 11:35</td>
</tr>
<tr>
<td><strong>Lesson 4</strong></td>
<td>11:35 – 12:20</td>
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<tr>
<td><strong>Lesson 5</strong></td>
<td>12:20 – 1:05</td>
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<tr>
<td><strong>Lunch</strong></td>
<td>1:05 – 1:45</td>
</tr>
<tr>
<td><strong>Warning Bell</strong></td>
<td>1:40</td>
</tr>
<tr>
<td><strong>Lesson 6</strong></td>
<td>1:45 – 2:30</td>
</tr>
<tr>
<td><strong>Lesson 7</strong></td>
<td>2:30 – 3:15</td>
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</table>

HONESTY ACHIEVEMENT

Attendance Expectations:
The school expects that all students will attend school every day. If a student is unable to attend due to illness or other valid reason, the school expects notification via the Student Diary, phone or by SMS.

The use of an automated Short Message System (SMS) to parent mobile phones, alerting parents to non-attendance, is constantly reviewed and updated. It should be noted that not all parents/caregivers have mobile phones and so it is the responsibility of the Home Group Teacher to ensure that any absences are appropriately recorded on DayMap.

Senior Students
All school students have a computer printout of their timetable, which clearly shows any variations to the 8:45am start or the 3:15 / 2:40pm dismissal time. This timetable should be placed into the Diary.

Any changes to a student timetable will result in a revised computer printout of the student’s timetable being provided. This revised timetable will also automatically be adjusted in DayMap and will appear by 9:00am the following day so that all staff are able to access it.

All Senior Students who do not attend Home Group in the morning, for any reason, must sign in through the electronic Incidental Absences system in the Learner Wellbeing Centre (LWC). Students leaving during their normal school day will also need to sign out through the LWC. Failure to do so may result in Lunch Detention.

Middle School Students
Students should not enter the school grounds before 8:30am. Students should leave not later than 3:30 / 2:50pm.

Middle School students late to school or leaving early, must report to the LWC to sign in or out through the electronic Incidental Absences system. Lack of an appropriate reason for lateness could involve the student being given Lunch Detention.
Responsibilities:

**Student**
The expectations are that students must:
- attend all time-tabled lessons
- be punctual in arriving at school and for all associated lessons and activities
- participate appropriately in their learning
- bring a note in their diary to explain absence

Consequences for failing to adhere to expectations:
- parental / caregiver contact
- meeting with Year Level Leader
- interview with Parents/Caregivers
- Student Development Plan Review
- truancy from lessons will result in a set number of detentions (see Appendix 3 – Detention Procedures)

Students who fall ill whilst at school must report to the First Aid Room where a qualified First Aid staff member is available. No student is permitted to leave the school grounds to go home, without first reporting to the First Aid Officer or the LWC, where if necessary, contact with the parent / caregiver will be contacted.

**Parent/Caregiver**
The expectations are that parents / caregivers accept the responsibility to:
- provide an explanation whenever their child is absent from school via a note in the Diary. This should be done preferably in advance for a known absence or on the first day back at school after an absence
- contact the school for any absence as well as providing a note in the Student Diary
- obtain a medical certificate and provide it to the school on the student’s return, if the absence is due to illness in excess of three days or a doctor is visited
- provide information to the school that may assist: ie medical conditions, family issues
- enable their child to attend punctually and regularly on every day of the school programme
- apply for an exemption whenever their child is removed from school for a period of five days or more
- work with the school on intervention strategies to improve attendance

**Home Group Teacher**
The expectations are that HG Teachers will:
- Monitor attendance and communicate any problems with parents / caregivers. Home Group Teachers must follow up any unexplained absences via a diary note or phone call. It is important that all ‘Unexplained’ absences or patterns of ‘F’s’ are followed up. This may be easily checked when using **DayMap** by opening your Home Group Roll, click on ‘View Lesson’ and then click Attendance Map this Class. In so doing it will show a colour coded list of all absences for each member of the Home Group
- During the morning Home Group period, teachers are required to check student attendance, record absence and enter appropriate codes (see Appendix 2 – Absence Codes) to indicate the reasons for absence
- (see Appendix 1 – Attendance Recording Procedure).
- A phone call from a parent / caregiver to explain an absence is acceptable notification of the absence and does not require a further note. Note the roll in **DayMap** with the word ‘phone’. To do this, open your **DayMap** Home Group Roll, click on View Lesson and then Student Notes for this Lesson. When this has been done, click on the Notes Folder next to the student name and enter the information. (Ensure you Save the changes). If a child indicates that a parent has phoned the school, check with Student Reception to confirm this.
- You may amend **DayMap** by going back to the absence you wish to amend and then ‘click’ on the options to change it.
- If a student is absent three (3) or more days without the school being notified, or if a student has failed to bring a satisfactory written explanation for any absence, however short, within two days of his or her return to school, the Home Group Teacher must contact the parents/caregivers.

Any cases of “U’s” must be followed up and the code adjusted based on information found.
- Follow up on attendance to Subjects. Notify parents and/or caregivers and Year Level Leaders as per the ‘flow diagram’ and issuing detentions where appropriate.

Home Group Teachers will be provided with a completed copy for the term at the end of each term. This needs to be checked for accuracy, changes noted and signed. The sheet is then returned to the data entry person.

**Subject Teacher**
The expectations are that teachers will:
- Provide a relevant and dynamic learning programme that seeks to engage all students and offers opportunity for success.
- Keep a record of student attendances by marking the Roll at the **beginning** of every lesson.

When a student fails to attend a lesson or lessons on a day when that student is present at school then:
- the Subject Teacher should email the Home Group teacher seeking further information. Please refer to the “flow diagram”.
- the Home Group Teacher is required to follow-up the absence with the student, inform parents & or Year Level Leader (YLL).
- the Home Group teacher should give detentions for any unacceptable absences.
The Home Group Teacher should inform the relevant subject teacher/s via email.
any cases of a student missing multiple lessons on a particular day should be referred to the YLL.
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These processes are an exceptionally important part of our Duty-of-Care and all staff are required to monitor student absences continually.

Students who have been absent need to be encouraged by subject teachers to catch up on work missed. Tests need to be done as soon as possible after returning to school, especially from a short absence.

**Counsellors**

Counsellors are responsible for:

- Working closely with the YLL to monitor student attendance;
- Communicating with parents/caregivers if attendance is poor or absence unexplained;
- Providing counselling support for students & families when required;
- Ensuring students are engaged in learning via a diverse range of alternative programmes;
- Connecting students to support agencies as the need arises;
- Contributing to the analysis of attendance trends & development and implementation of this Attendance & Improvement Plan;
- Refer all students under compulsion, with unsatisfactory attendance to the attendance officers via EDSAS.

**Year Level Leaders**

Are responsible for:

- Actively monitoring student attendance by regular visits to Home Groups, checking of Home Group rolls on DayMap & discussion with Home Group teachers; This may be done by opening the Home Group Roll for a class, click on ‘View Lesson’ and then click Attendance Map this Class.
- Communicating with parents/caregivers if attendance is poor or absence unexplained.
- Participating in regular YL Meetings to discuss concerns and implement programmes for the particular year level;
- Fostering a Year Level spirit and identity within the school community;
- Liaising with other Year Level Leaders/Counsellors, members of Administration and outside agencies.
- Contributing to the analysis of attendance trends & development and implementation of the Attendance & Improvement Plan.
- Refer all students under compulsion, with unsatisfactory attendance to the attendance officers via EDSAS.

**Year Level Teams**

Are responsible for:

**Intervention Strategies**

Regardless of the reasons for prolonged or regular absence from school, it is clear that a negative effect on learning will generally result.

Students with poor attendance patterns often have a negative attitude to school, can be involved in anti-social behaviours, and quite often put themselves at risk of physical and emotional harm.

The procedures described in this policy are designed to reinforce the need for regular attendance and ensure good communication with parents/caregivers if poor attendance patterns emerge. However, the school also has a responsibility to assist students if attendance becomes a significant issue. These interventions are generally instigated through the YL team (Please refer to Appendix 4 – Intervention Strategies).

**SSO Support Staff**

The SSO staff are responsible for:

- Entering absences from phone messages.
- Entering camps, excursions and any other required absences.
- Accessing the SMS Folder and noting incoming messages. This is to be done periodically in the morning;
- Entering absences due to suspensions and or other long term absences. ie VET and off-site courses.
- Transfer data across to EDSAS each day
- Ensure integrity of the data

The SSO responsible for data entry will provide Senior Leaders with a copy of Home Group attendance every Friday. Which will be shared with YLL’s.

Attendance data for the previous term will be printed at the beginning of each term by the SSO responsible for EDSAS and distributed to Home Group Teachers for checking.

**Any cases of ‘U’s’ to be followed up with Home Group Teacher and/or parents / caregivers.**

Support staff should inform YLL’s if a student has had absences that do not appear to have been followed up.

All ‘U’s’ should be adjusted based on information found. It is important this is done prior to Week 9 of each term.

Support Staff will also provide Home Group Teachers with a reconciled copy of the completed roll for each term. This requires the Home Group Teachers signature to verify its accuracy, and then be returned to the data entry person.
The Learner Wellbeing Centre
The LWC staff will keep an electronic record of students arriving late or leaving early. A stamp or receipt is placed in the student diary in these cases.

Late arrivals and students leaving early are entered prior to the SMS Messages being sent to parents by 11:50am

Arriving Late:
Students who arrive late to school and miss Home Group, must report to The LWC before proceeding to lessons. They must bring a note signed by the parent/caregiver stating the reason.

Leaving Early:
Students are not permitted to leave the school grounds during the day unless they have permission from parents/caregivers and have 'checked out' through The LWC.

Students who need to leave school for an appointment must present a note from parents/caregivers to the Home Group Teacher. At the time of leaving, the student must show the note to the teacher during whose lesson the student leaves and then go and sign out at The LWC.

In the case of emergency or special need to leave school grounds, students must check with The LWC where a Principal, Deputy or Assistant Principal will confirm the need and permission to leave school. Students who have permission to leave school during the day will have a signed note or a computerised slip placed in their Diary. If a student leaves the school grounds without the appropriate permission he/she will be placed on Detention, and contact with the parent will be made.

Excursions and Camps:
Any excursion / camp outside of the school requires prior negotiation with the Daily Admin Manager and permission from parents / caregivers.

The teacher organising the excursion / camp must post a list of those attending on the notice board in the stairwell and provide a copy to Student Reception. If this is not done, the students cannot have the correct code for their absence recorded. See the Daily Admin Manager for a detailed printout of procedures for camps and excursions.

Lunch Passes:
For Duty of Care, lunch passes are discouraged and will only be issued after parent/caregivers have discussed the matter with a member of the Administration team. A lunch pass will be granted to Years 8-11 only if all the following apply:
- a student lives in the immediate vicinity of the school
- the student goes to their home only
- a parent / caregiver is at home on every occasion to supervise

Greater flexibility will be used with Years 12/13 students. Parents/Caregivers are encouraged to contact a member of the Administration Team to discuss the matter.

Exemptions:
When considering requests for students to be given exemption from attending school to seek employment at places such as The Royal Adelaide Show, it is important to note that

“It is an offence to permit employment of a child who is under compulsion to attend school except when such an employment is outside normal school hours and at such a time and place as will not affect the child’s ability to receive adequate instruction at school.” (Education Act 1972)

If a student requests a temporary exemption to attend such things as family holidays and interstate or overseas sporting involvement, an Exemption Form must be obtained from Student Reception, completed and returned to the Principal at least 4 weeks prior to the requested date of exemption.

Exemptions for Students Under 17
Students between the ages of 16 and 17 can only be exempted from school under the following conditions:
- Undertaking a full-time, approved study option with another organisation (ie TAFE)
- Undertaking a full-time traineeship
- Undertaking a full-time apprenticeship

Students under the age of 17 can’t be given permanent exemption from being involved in a full-time education programme.
APPENDIX 1

(Attendance Reporting Procedures for Home Group Teachers)

The Home Group Teacher is of pivotal importance to the smooth functioning of the school. You are often the first port of call in accounting for student absences as well as providing guidance to students. Below is the main role of the Home Group Teacher. If you have any questions, please ask one of the Administration Team or Year Level Leader.

All absences are entered using DayMap.

Home Group Teacher Role

Check the absences each day:

a. It is essential that you mark the DayMap Roll at the beginning of each Home Group period. Ensure that you amend the Roll if a student arrives late (L).
b. If you have been informed prior to the day of the reason for a student’s absence, ie ‘F’, place the appropriate code in the day.
c. If a student is absent and you have not been informed of the reason prior to this absence, place a ‘U’ in the appropriate day.
d. If neither of the above occurs, when the student next returns to school, please ask for a note. If a note is not forthcoming within a week, please phone the parent/caregiver for an explanation. If you are unable to ascertain the reason for the absence after several attempts at contacting the parent/caregiver, please pass this information onto the appropriate Year Level Leader.
e. If a student is absent for three consecutive days and you have not been informed as to the reason PLEASE CONTACT THE PARENT/CAREGIVER.
f. Do NOT assume that an SMS has gone out. A lot of parents/caregivers do not have mobiles; the mobile numbers have changed and the school has not been informed; the mobile numbers have been disconnected.
g. When the explanation for the student absence has been obtained, amend the code for that absence on the Roll. If a note has been received, place it in safe storage and attach to the printed Roll at the end of each term.
h. Truancy verified by parents / Admin / YLL’s / or Counsellors should be coded as an ‘N’. This will normally be done by an Admin Member.
i. Please make sure all Medical Certificates are given to the DayMap SSO as they need to confirm codes.
j. It is not acceptable for a Home Group Teacher to have ‘U’s on their Rolls at the end of the term.

Lateness:

a. A warning bell is sounded at 8:40am each day and Home Group begins at 8:45am.
b. If a student is late for their first lesson, the Home Group Teacher should ensure that the student has signed into the school through The LWC. There will be a signed computer print out in their diary to indicate that this has been done. No print out indicates that they have not signed in.
c. Unless they provide a parent / caregiver note as to why they are late - they should be placed on detention for lateness (and place a note in their diary. This will be initialled by the YLL on Detention Duty so you are able to check that the student attended in the next Home Group period).
d. A student can be placed on Detention through DayMap with the advent of Version 7. TBA. In the Interim, please access the detention book near Geraldine Suckling.

Unapproved Absences For Students on Youth Allowance:

An unapproved absence is any full day absence of which Centrelink has been informed (by either the school or the applicant) where:

- no explanation for the absence has been provided to the school or the school has not accepted the explanation; and
- the absence was not caused by illness or other circumstances beyond the secondary school student's control.

If you find that you need to alter a code from a previous week, please enter this information on your DayMap Roll on the appropriate day.

Students who arrive late or will be leaving early must use the sign-in computer in The Learner Wellbeing Centre. If you mark a student absent who is subsequently late, please amend the absence when you have sighted their note for lateness.

See a member of Admin. if you have any questions.
APPENDIX 2

(Absentee Codes)

<table>
<thead>
<tr>
<th>Admin Codes</th>
<th>Explanation</th>
<th>DayMap Codes (To be entered by the HG teacher)</th>
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<tr>
<td>-</td>
<td>P / T Study</td>
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<tr>
<td>A</td>
<td>SBNA</td>
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<tr>
<td>C</td>
<td>Ill with Certificate</td>
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<tr>
<td>E</td>
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<td>F</td>
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<td>G</td>
<td>Off Site Learning Program</td>
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<td>H</td>
<td>Home Study for Exam Preparation</td>
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<td>M</td>
<td>Camps &amp; Excursions</td>
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<td>P</td>
<td>Exclusion on a Program</td>
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<td>Approved Medical Program</td>
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<td>S</td>
<td>Suspension</td>
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<td>W</td>
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<td>Y</td>
<td>End of Year</td>
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<td>Z</td>
<td>School Follow Up</td>
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<tr>
<td>LWC</td>
<td>Learner well Being Centre (Only to be used by Counsellors)</td>
<td>LWC</td>
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</table>
APPENDIX 3
(Detention Procedures)

Detention is primarily given to Yr 8-11 students who:
- Arrive late to Home Group or lesson
- Truant
- Are out of bounds/out of school
- Are first offence smokers (records are kept)
- Are out of uniform

Detention is not encouraged to deal with issues related to Yr 12 students. Year 12 students who arrive late or truant are to be followed up by Home Group / Subject teachers and closely monitored. Home contact needs to be made before referral to YL Leader.

Teachers may organise their own form of detention within DECD guidelines and current school policy as part of their classroom management plan.

Detention will occur at lunchtime each day starting 10 minutes after the siren sounds and continuing until the end of lunch time. Students may bring their lunch to detention.

If a student fails to attend Detention they will be followed up by the YLL. Options available to deal with repeated failure to attend are:
- contact home and community service
- Take Home
- Suspension

Please inform the appropriate YLL.

The Detention Room location is in the Withdrawal Room.

Teachers placing students on detention should follow these procedures:
- Notify parent/caregivers via the student diary, stating why the detention occurred
- A student can be placed on Detention through DayMap with the advent of Version 7. TBA. In the Interim, please access the Detention Book near Geraldine Suckling.
- Students should be placed on detention on the lunchtime of the day the offence occurred, or, if after lunchtime, at lunchtime on the following day.

Sub-School Leaders will be notified daily re: non-attendance

Detention for Lateness:
- a. If a student is late as a result of arriving late to school, the teacher should ensure that the student has signed into the school through The LWC. There will be a signed computer print out in their diary to indicate that this has been done. No signed computer print out indicates that they have not signed in.
- b. Unless they provide a parent/ caregiver note as to why they are late - they should be placed on detention for lateness (and place a note in their diary. This will be initialled by the YLL on Detention Duty so you are able to check that the student attended in the next lesson / Home Group period).
- c. If the student is late because of other reasons that are not appropriate, the student should be given detention. Place a note in the student’s diary which will be initialled by the YYL on Detention Duty so you are able to check that the student attended in the next lesson.
- d. Do not enter into conversation with the student about the lateness issue. Inform them that they are to turn up and plead their case with the YLL on Detention Duty.

Staffing:
The Detention Room will be staffed every day by a rotation of YLL’s.