

# Attendance Policy

Compulsory schooling requires children to be enrolled in and attend school, from the age of 6 until 16. Compulsory education requires students aged 16 to be in an approved learning program until they turn 17.

Regular and punctual attendance at school is essential for students to engage and learn effectively and to achieve success in their learning and in preparation for their future.

Poor attendance may lead to learning difficulties as young people who are frequently absent are likely to miss learning critical skills needed for future successful learning and education.

Wirreanda Secondary school works with parents and families to encourage attendance and participation by:

- providing a safe, success orientated and caring environment
- providing relevant and appropriate learning opportunities for all students
- maintaining accurate records of attendance via an electronic management system
- ensuring non-attendance is followed up through early intervention
- developing strategies to resolve attendance concerns.

## Acceptable absence

Situations where it is acceptable for a young person to miss school include times when:

- they are too sick to leave the house
- they have an infectious illness such as gastroenteritis, chicken pox or measles
- they need to attend medical or dental appointments that could not be made out of school hours
- the school principal is provided with a genuine reason that prevents the child attending school
- they have been granted an exemption from school

If a student is absent due to reported illness for three or more consecutive days a medical certificate is required.

## Reporting and Recording Attendance

Attendance is recorded via Daymap (school Learner Management System) each lesson. Attendance taken during the home group period is imported into EDSAS for DECD/Centrelink purposes. Specific codes are used to identify the different reasons why students may be absent.

Attendance is taken by teachers using laptops and or iPads and monitored by Homegroup teachers and Year Level Leaders.

It is the parent/caregiver's responsibility to communicate all reasons for absence. Absences can be reported in a range of ways:

1. 24 hour Absences Hotline: 8329 7242
2. SMS: 0427 016 253
3. Diary note or email directly to the Homegroup Teacher

All reported communication is recorded by SSOs and appropriate adjustments are made to attendance records.

## Monitoring Attendance

Year Level Leaders and Home Group Teachers monitor student attendance. If a student has an unexplained absence (day or lesson) then an SMS will be sent to the parent/caregiver requesting a response. After 3 consecutive unexplained absence occurs, a letter of concern will be sent requesting an explanation from parents/caregivers.

Where a pattern of non attendance is identified by relevant Year Level Leaders, then appropriate action will be taken. This may include parent/caregiver contact, consequences for the student and/or referral to the DECD attendance officer.

## Lateness

Students are expected to arrive at school from 8:50am and be on time to 9:00am lessons.

Students who arrive late to school are required to report to the Learner Wellbeing Centre (LWC) to sign in through the electronic Incidental Absences touch screen system, print their attendance receipt and have the LWC SSO sign to verify the recorded reason. This will automatically update attendance on Daymap.

## Early Departure

Students who require to leave school early for necessary appointments, commitments or home study (senior students) require permission via a note in the diary or communication through the student absence process (sms/email/voice message). The student will report to the Learner Wellbeing Centre (LWC) and sign out through the electronic Incidental Absences touch screen system and produce evidence to the LWC SSO with printed 'sign out' receipt.

Any student requesting to sign out without a note/record of intended early departure, will not be permitted to leave until contact is made with a parent/caregiver.

## Truancy

Students who have unexplained absences for lessons during the day will be placed on Lunch Time Community Service. Ongoing truancy may require additional responses from Year Level Leaders, and may include; a request for meeting with a parent/caregiver, after school work completion or internal suspension.

## Lesson Times

TIMETABLE					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM			PD 8:30-10:10		
9:00 AM	Learning block 1	Learning block 1		Learning block 1	Learning block 1
10:50 AM	HG	HG	HG (10:30-10:50)	HG	HG
11:00 AM	RECESS			RECESS	
11:20 AM	Learning block 2	Learning block 2	Learning block 2 (10:50-12:40)	Learning block 2	Learning block 2
1:05 PM	LUNCH		(12:40-1:40)	LUNCH	
1:45 PM	Learning block 3	Learning block 3	Learning block 3	Learning block 3	Learning block 3
3:30 PM	DISMISSAL		DISMISSAL	DISMISSAL	