

## ATTENDANCE POLICY

### RATIONALE

The likelihood of success in learning is strongly linked to regular attendance and participation in educational programmes. It is crucial that students develop habits of regular attendance at an early age as this will ensure all students can access equitable educational outcomes. Monitoring school attendance enables the identification of students at risk and the implementation of appropriate intervention strategies.

It is the combined responsibility of school staff and caregivers to ensure the maximum attendance of all students at school, whether above or below compulsion.

*"A child who is at least six years old but not yet sixteen is of compulsory school age. Every child of compulsory school age, irrespective of distance from a school or whether disabled or not, is required to be enrolled at a Government or non-Government school, or the Open Access College, and is required to fully participate in the education programme arranged and approved by the enrolling school."*

*The implementation of the Compulsory education legislation requires all young people between the ages of 16 and 17 to participate in a full-time approved learning programme, which is education or training delivered through a school, university or registered training organisation, an apprenticeship or traineeship, or a combination of these.*

DECD Guidelines 2009.

The primary responsibility for meeting this legal requirement rests with the parent/guardian. The responsibility for enforcing school attendance is with the Department for Education (DfE). The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

Regular attendance at school is important because **access** and **attendance** are the preconditions for **participation**, **retention** and **attainment**, and particularly for those students most educationally disadvantaged.

Schools are expected to:

- Provide an educational programme that seeks to engage and offers opportunity for success for all students.
- Aim to achieve 100% attendance for all students.
- Follow up all absences; analyse attendance trends and implement Attendance Improvement Plans.
- Counsel students and their families about the impact of attendance on achievement.

### PURPOSE

The purpose of an attendance policy is to:

- Monitor students' attendance at school and collect data about attendance and non-attendance.
- Monitor students' attendance in lessons.
- Liaise with caregivers and, where necessary, outside agencies in order to maximise students' attendance.
- Ensure that all members of the Mount Gambier High School community understand their rights and responsibilities in regard to attendance.
- Develop strategies to address issues of non-attendance.
- Have all parties work together to seek solutions to chronic and habitual non-attendance.
- Have in place procedures and processes for the daily checking of attendance at school and in lessons.
- Have in place procedures and processes for following up any instance of non-attendance with parents and caregivers.

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## GUIDELINES

### Home Group Teachers will:

- Monitor each child's attendance at home group by completing their class roll on DAYMAP.
- Monitor and be aware of patterns of absenteeism.
- Contact home on the third day of absence.
- Contact home when student absences are not explained.
- Keep a record of all notes and phone conversations regarding attendance; provide documentation to Student Office *at end of each term*. Phone conversations – note date and time of call, who was spoken to and details of reasons for absence.
- Update the DAYMAP roll once a parent has given reasons for an absence.
- Sign off an EDSAS printout each term as the official documentation of attendance.

### Subject Teachers will:

- Document attendance at lessons on DAYMAP.
- Check this against the daily record, late arrival and early departure records, attendance notes.
- Contact parents if students are not legitimately absent. Inform parents of attendance patterns and attendance rates that are of concern.
- Update the DAYMAP roll once a parent has given reasons for absence.
- Initiate conversations with Subject Coordinators re any wellbeing or learning issues and develop a support plan.
- *Inform Wellbeing Leaders if students are not legitimately absent.*

**Home Group and Subject Teachers** will be supported by SESMAT and JUSMAT, Wellbeing Leaders and the Wellbeing Team, and IT Support, in monitoring attendance.

### Parents/caregivers will:

- Be responsible for getting their children to school between 8.30 a.m. and 8.45 a.m.
- Provide an explanation regarding every absence by diary note, phone, SMS message or email.
- Contact the school if a student absence is likely to exceed 3 days.
- Contact the school prior to any planned absences.
- For absences of up to a calendar month, contact the principal and seek an exemption.
- Inform the home group, subject teacher or Wellbeing Leader of any difficulties relating to school attendance.
- Assist in the delivery of a work programme provided by the subject teacher during long periods of absence.

### Students will:

- Attend school every day unless they have a valid reason not to be at school.
- Be punctual to school and all lessons.
- "Sign in" and "Sign out" with a signed note at the Student Office (Years 8-10) or the SACE Floor (Years 11-12) if leaving or arriving at other than normal times.
- Provide an explanation to the teacher for their absence/lateness.
- Inform their home group teacher, subject teacher or Wellbeing Leader of any difficulties relating to school attendance.

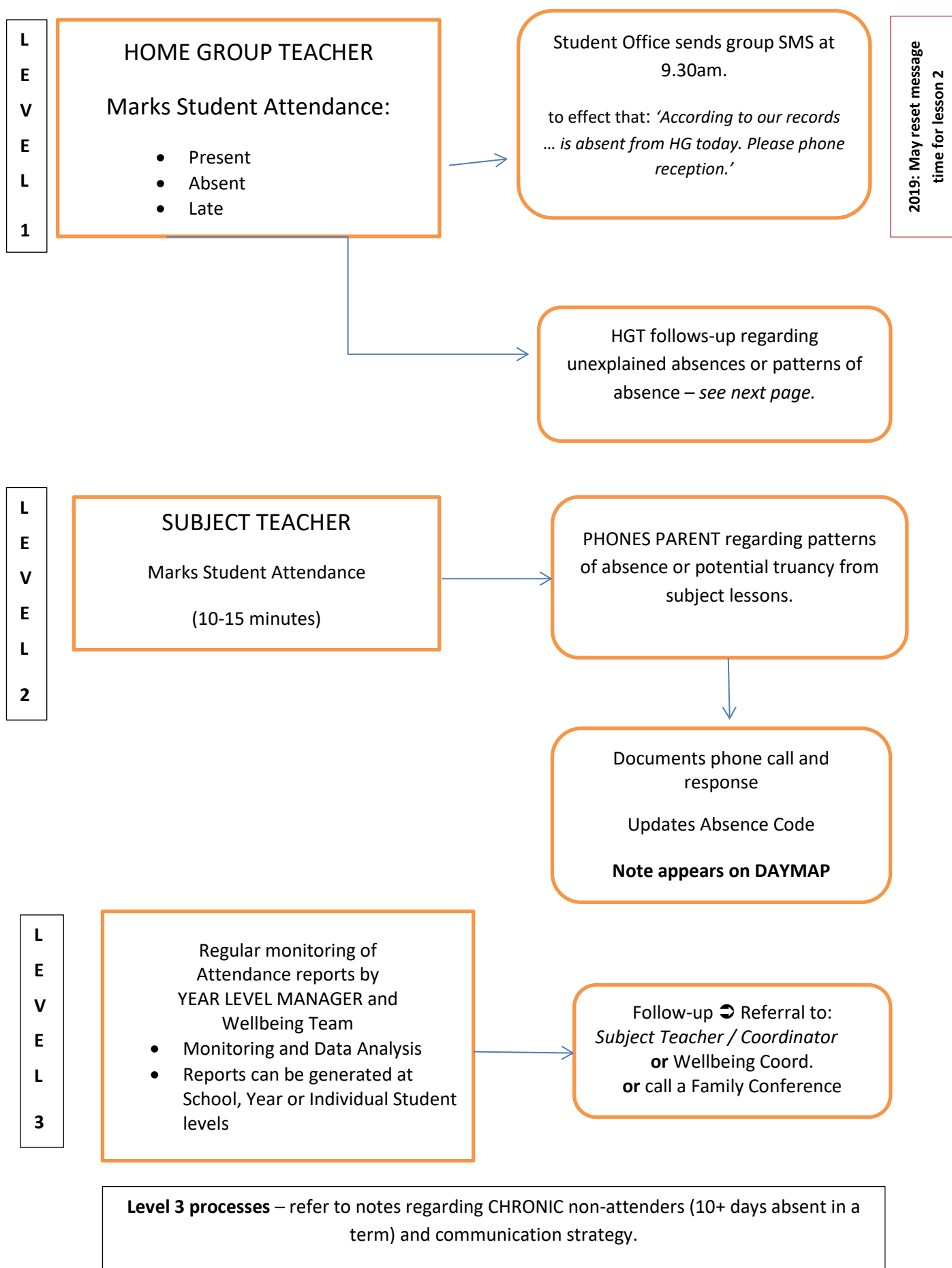
## REVIEW

The policy will be reviewed annually and is the responsibility of the Deputy Principal.

**REVIEW DATE:** December 2019

## PROCEDURES

### ATTENDANCE – Notification of Student absence



## PROCEDURES

### ATTENDANCE – Follow up re Student absences

