

ATTENDANCE

PROCEDURES

- **Rationale:**

- In accordance with the Department of Education School Attendance Policy, students who are enrolled at WHSPA will be required to attend all day on all school days, which includes sporting carnivals, excursions, performing arts opportunities and Tuesday sports day.
- Any student absence will require an explanation from a parent/guardian via a note or text message within one week from the day of absence.
- Students are required to arrive in time for roll call (8.50am) and not leave the school grounds until the end of the day (3.10pm) with some exceptions for senior students.

- **Aims:**

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frequent absences.

- **Implementation:**

- Students and families will have the attendance policy and expectations explained through the school newsletter, parent information evenings and student diaries.
- Students will be issued with booklets of explanation notes which parents may complete to explain whole day and partial absences. Where possible medical and other appointments should be scheduled outside of school hours.
- Students are to attend roll call each day at 8.50am where their roll will be marked electronically. Students must bring a note of explanation on the day they return to school after an absence.
- Teachers will mark rolls electronically every lesson. For partial absence/truancy, refer to 'Partial Absence (truancy) Action Flowchart' for process.
- Students who are late to school must report to the front office to sign in and must have a note of explanation.
- Students needing to leave school early are expected to leave an explanation of absence note signed by a parent/carer in the 'Leave Early Notes' tray outside the Student Services office in the morning. A pass will be generated by SASS staff and left in the pickup tray, which is to be shown to their teacher in order to leave class early.
- Students who need to leave early during the course of the day (e.g. a parent calls and needs the student to return home) must see a deputy principal, who will give them permission to sign out. The student will then proceed to the front office to sign out.

- Senior Students Flexible Leave Pass – Year 12 students may arrive at the beginning of period 2, and leave school early if they do not have a timetabled lesson according to ‘Flexible leave pass – Senior Students’ procedures. Students using a flexible leave pass must sign in and out of the front office upon arrival and departure.
- The principal may grant a student an exemption from attendance at school, up to 100 days in a 12 month period. Parents/carers may apply for exemption due to: exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate), the child being prevented from attending school because of a direction under the *Public Health Act 2010* (*The parent is not required to complete an application for exemption*), employment in the entertainment industry, participation in elite arts or elite sporting events. Refer to Department of Education School Attendance Policy - Exemption from School Procedures 2015.
- Students travelling during school terms are not to be exempt. Parents/carers must apply for extended leave on the appropriate leave form available at the front office. If the principal accepts the reason then leave is granted, and the ‘L’ code should be used on the student’s attendance record.

Roles and responsibilities of staff:

Roll call teachers	<ol style="list-style-type: none"> 1. Tuesday to Friday – Roll Call occurs from 8.50 to 9.00 in Roll Call Rooms. Roll call teachers need mark rolls accurately on Millennium. The Smith Street Unit rolls are to be marked electronically by 9:30am. 2. Monday – Paper rolls are marked in the quad at assembly from 8.50 to 9.00. Students must line up in alphabetical order for ease of roll marking. Teachers mark the roll and stay with their group, actively supervising the students. Use a pen and mark any absent student with a capital “A”. If you make a mistake, block out the square. Make sure you put your name at the bottom of the sheet for the corresponding day. 3. Keep students in roll call rooms until the bell sounds at the end of Roll Call. The only students allowed out of the rooms at this stage are those going to the toilet. (NB Students who ask to go to the toilet should be given permission, once their names have been marked present on the roll). 4. Encourage students to bring notes of explanation for absence, and place these in roll call folder for the front office. 5. Teachers are also expected to monitor student compliance with school uniform and issue uniform variation passes where appropriate.
Classroom teacher	<ol style="list-style-type: none"> 1. Teachers are responsible for period by period roll marking using Millennium. 2. Teachers are required to have a record of attendance of students in their classes. 3. Monitor partial absence (truancy). Refer to ‘Partial Absence (truancy) Action Flowchart’ for process.

	<ol style="list-style-type: none"> 4. Communicate attendance concerns to their supervising head teacher and year advisor.
Head Teachers	<ol style="list-style-type: none"> 1. Head Teachers to supervise roll call year groups as assigned. 2. Ensure that roll call teachers are present and check roll call classes for uniform compliance. 3. In the event that a roll call teacher is absent the head teacher may be required to mark the roll. 4. Issue after school detentions to repeat truants. Refer to 'Partial Absence (truancy) Action Flowchart' for process. 5. Communicate attendance concerns to the executive team.
Wellbeing Team Year Advisors	<ol style="list-style-type: none"> 1. Monitor the attendance of students in their year groups. 2. Communicate concerns to the HT Wellbeing and attendance officer. 3. Liaise with the attendance officer regarding reasons for non-attendance and whether absentee letters should be sent to parents (there may be confidential reasons which do not necessitate a letter). 4. Liaise with students and families to re-engage students with school.
Attendance Officer	<ol style="list-style-type: none"> 1. Print off a weekly report for students with less than 80% attendance. Look at unjustified and justified absences for patterns or trends. 2. Provide weekly attendance report for the executive team. 3. Attend SLST meetings so support needs and information can be shared and understood by the Learning and Support Teacher, school counsellor and student support officer. 4. Share information with the Wellbeing Team via email so that everyone is aware of students with poor attendance and reasons are understood before any letters of concern are sent home. 5. Meet with the HSLO and DP's to monitor attendance each fortnight. Students with poor attendance may be interviewed by the HSLO and attendance officer (NIPS). 6. Send 'Attendance Concern' letters to parents informing them of attendance concerns and include printout of absences (record on Millennium). 7. Submit HSLO Applications once all school based interventions exhausted.
Deputy Principals	<ol style="list-style-type: none"> 1. Issue Leave Early passes daily when parents request via a note. 2. Follow up partial absences daily on Millennium. 3. Work with parents to re-engage students with school. 4. Liaise with attendance officer and year advisors regarding students with poor attendance and related issues. 5. Attend welfare and SLST meetings to share information about issues with students that are affecting attendance. 6. Work with students who are habitually late and issue consequences or plans to improve punctuality.
Principal	<ol style="list-style-type: none"> 1. Inform parents of attendance requirements via information evenings and website. 2. Counsel students who are habitually late and put plans in place to improve. 3. Approve exemption/part day exemptions/leave applications and inform teachers of student leave. 4. Report to Wellbeing Unit cases considered Educational Neglect.

HSLO	<ol style="list-style-type: none"> 1. The attendance officer with work closely with the HSLO to monitor attendance. Students with poor attendance (less than 80%) may be interviewed by the HSLO and attendance officer. 2. The attendance officer is responsible for submitting HSLO applications.
SASS	<ol style="list-style-type: none"> 1. Ensure rolls are completed daily and ensure accurate attendance data is on Millennium. 2. Organise an SMS to be sent to parents of late and absent students. 3. Generate a weekly 'less than 80%' attendance report for the attendance officer. 4. Weekly phone calls home via the 'SASS Phone Home Program'. 5. Generate a certificate for 100% attendance in a term, which is signed by the principal then posted home.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This procedure was last ratified by P and C in....

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