



ATTENDANCE POLICY

Rationale

The Education Act of 1990 requires that all children who are enrolled attend school regularly so that they can maximise their potential.

Outcomes

- That the rolls are accurate.
- Head Teacher Administration and Deputy Principal review student absenteeism weekly.
- That partial truancy is closely monitored by all staff via period by period roll marking.
- That attendance issues are actively monitored with a view to increased attendance of students.

Implementation

- Roll marking procedure is visited annually, is placed in each roll and monitored by SASS staff. Where student absences are unexplained, letters as generated twice each term, mailed home and parents are required to provide explanation for these unexplained absences.
- The daily-automated SMS system will notify self-nominated parents of an absence or lateness. Attendance information about children will be conveyed to all parents in the School Semester Reports.
- The weekly review of the whole school attendance records identifies unsatisfactory attenders (<75%). Those students will be placed in the Unsatisfactory Attendance Database and their progress followed for the year through the Unsatisfactory Attendance Process.
- Partial truancy will be addressed by Faculty Head Teacher through interview, calls to Parents/carers.
- Unsatisfactory attendance reports will be issued weekly to Year Advisers and Head Teachers for their information and action.
- Student attendance is monitored weekly with our HSLO. The school utilises SENTRAL as a method to monitor students who are at risk of being disengaged from school, parent contact is attempted, welfare checks undertaken and, where required, notification re educational neglect.

Evaluation

Ongoing evaluation by Head Teacher Administration through:

- Numbers of unsatisfactory attenders resolved
- Discussion with Home School Liaison Officer (HSLO)
- Discussion with Senior Executive



ROLL MARKING PROCEDURES

- Teachers are to collect their roll folder from the Head Teacher Administration office prior to 8:25am.
- Teachers are to attend roll call at 8:25am and are to mark their roll electronically via Sentral (instructions are in the communication folders in the Head teacher Administration's office, on T:\Teacher\SENTRAL - How to guides)
- Students arriving between 8:25am and 8:35am are to be marked as present. Teachers, however, are to encourage students to be on time and ready for roll call at 8:25am and should consider consequences for students who persistently arrive after 8:25am.
- Students arriving after 8:35am are sent to the front office and recorded as formally 'Late'. This is recorded at the front office and on their attendance records as 'Late' – triggering an SMS to parents.
- Roll call teachers are to collect students' absentee notes and place them into the roll folder to return to the office. Roll teachers should track absentee explanations and encourage students to bring in notes promptly.
- Roll call teachers are to read the daily announcements off Sentral and are to check the roll folder for any notes or handouts that are to be distributed to the students.
- Roll call teachers are to model and monitor DEAR procedures (unless this time is being used to deliver a specific program eg TRREC, study skills etc).

ROLL CALL REMINDERS

- Take a laptop and communication folder to roll call.
- Mark rolls electronically.
- Read daily notices off the Sentral homepage.
- Check communication folder for notes, slips, etc. Put student notes that you collect into the folder.
- Admit and mark as present, all students who arrive up to 8:35am (if they regularly arrive after 8:25am, but before 8:35am, put your own consequences in place and/or liaise with your year group Head Teacher).
- Ensure you complete a 'head count' to cross check and reconcile your electronically recorded numbers. Remember, students must be physically present to be marked 'present' by you.