

# Key Process Statement

## Student Attendance

Last Modified: December 2019

Next Review: December 2020

### Purpose

To encourage every student to attend school every day, and to support establishment of conditions for rigorous learning and high levels of engagement.

### Operational Procedure

#### Roll Marking:

- Student attendance for each lesson is recorded within the first ten minutes of lesson using Daymap, applying EDSAS absence codes.
- Students who arrive before 9.15am go straight to class and care group teachers mark and adjust the roll accordingly.
- Students arriving after 9.15am must report to Student Services to complete sign in process.
- Students leaving early report to Students Services and complete sign out process.

#### Student Year to Date Attendance:

- Each week in care group students are informed of their year to date actual and explained attendance rate.
- Throughout the year there are rewards to recognise high attendance individually and in care groups.

#### Student Absence:

- An SMS is sent to parents of students with unexplained attendance each morning by 10.30am.
- Discrepancies in attendance data are identified by Attendance SSO and actioned by relevant staff.
- Admin SSO's record detailed absence details in Daymap received via phone call, SMS or in person.
- For any unexplained absence, the care group teacher is responsible for requesting and recording detailed reasons for student absence. Record this on the unexplained absence follow-up form (Appendix 1) and pass on to Attendance SSO.
- Attendance follow up tracker emails are sent out to all staff to follow up attendance.

#### Absence Follow Up:

- After three days of consecutive unexplained absence, when patterns are identified and/or when attendance percentage decreases, the care group teacher contacts a parent/caregiver via telephone seeking explanation and documentation (medical certificate or exemption). They then complete a non-attendance form (Appendix 2) which is passed onto the Attendance SSO.
- After five days of consecutive absence in the current term the Attendance SSO generates an attendance letter (Appendix 3) to be posted to the parent/caregiver(s).
- After seven days of consecutive unexplained absence, the care group teacher contacts parent/ caregiver via telephone to discuss the letter, to seek an explanation for absence and to encourage school attendance. Non-attendance form is passed on to Attendance SSO.
- After ten days of consecutive unexplained absence a home visit is conducted (following a risk assessment process) by two staff members. If no one is home, a calling card is left (Appendix 4). Non-attendance form is passed on to Attendance SSO.
- Once a term, Attendance SSO generates an attendance rate letter (Appendix 5) for students with an actual year to date attendance rate below 85% to be posted to the parent/caregiver(s).
- After all steps are followed with no improvement a Record of Conversation (ROC), and Support Service & Site Plan (SSSP) is conducted, as required, by the Assistant Principal with the site's Attendance Officer.
- For students with chronic non-attendance a mandatory notification is made and a chronic non-attendance notification form is sent to Support Services Attendance Officer. If the student has not been sighted police are notified to conduct a welfare check. This information is passed on to Attendance SSO.

## Roles and Responsibilities

### Principal

- Oversee this Key Process and undertake annual reviews of its operation.
- Gather and store Mandatory Notification documentation.

### Assistant Principal

- Support care group teachers in follow up.
- Oversee attendance for each student in the school.
- Have strategies to assist in re-engaging students with chronic non-attendance.
- Referral to outside agencies where required.

### Attendance SSO

- Keep accurate records of student non-attendance follow up.
- Report roll discrepancies and attendance data to staff.
- Generate attendance letters.
- Organise certificates for attendance.
- Send out Follow Up Tracker emails.

### WHS Staff

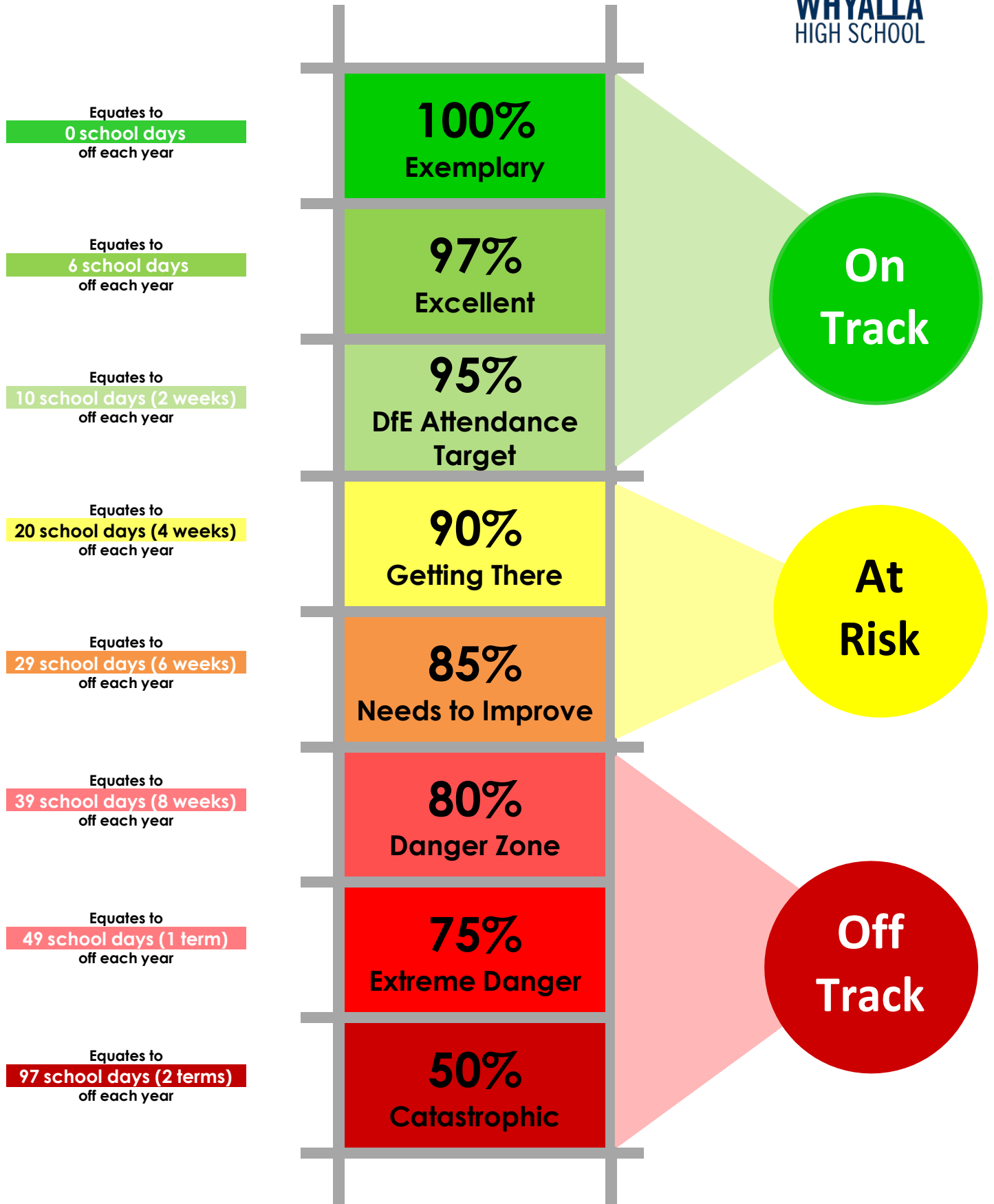
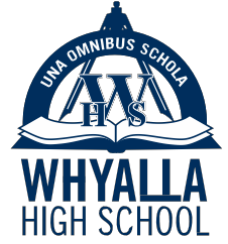
- Keep accurate records of student attendance.
- Follow organisational procedure of Attendance Key Process.
- Notify Attendance SSO at appropriate stages.
- Inform students of their attendance rate so they can be held accountable.

### Students and Parents

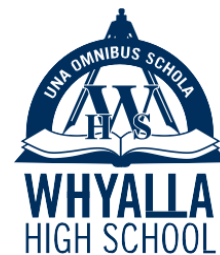
- Attend school each day.
- Provide diary note or phone school explaining student absences.
- Provide a medical certificate for 3 or more days absent with illness.

Contact school to notify of extended absences and complete a school exemption form.

# Attendance Ladder



**Habitual non-attendance:** where a student has 5 or more absences for any reason in a term (average of 1 day per fortnight)  
**Chronic non-attendance:** where a student is absent for 10 days or more in a term for any reason (average of 1 day per week).



## Unexplained Absence Follow Up

Dear \_\_\_\_\_,

According to your child's attendance data the following dates and/ or lessons are currently unexplained.

***Explaining absences is an important part of ensuring that students do not miss out on opportunities and subject preferences based on their attendance rate.***

Please provide a reason for the absences below, sign and return to the care group teacher.

In the future, anytime your child is absent please phone the school on 8645 8844 or reply to the absence SMS message.

<b><i>Date</i></b>	<b><i>Lesson/s</i></b>	<b><i>Reason</i></b>

<b><i>Parent Name:</i></b>	<b><i>Parent Signature:</i></b>	<b><i>Date:</i></b>
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Student Attendance Appendix 1: [Unexplained Absence Follow Up](#)

## NON-ATTENDANCE FOLLOW UP

Student Name: \_\_\_\_\_

Days Absent to Date: \_\_\_\_\_

Care Group: \_\_\_\_\_

Care Group Teacher: \_\_\_\_\_

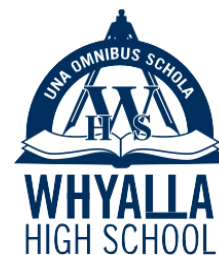
***INTERVENTION ATTEMPTED:***

- Initial Phone Call/s
- Follow Up Phone Call /s

- Home Visit/s
- Meeting

<b><i>Date</i></b>	<b><i>Outcome</i></b>

Student Attendance Appendix 2: [Non Attendance Follow Up](#)



Dear

RE: Five days of absence for: \_\_\_\_\_(Full Name)

Dates:

\_\_\_\_\_ (First Name) has now been absent for 5 days of Term \_\_\_\_\_

Please be aware that with any extended period of absence we are required to make a report to the Attendance Officer for the Department for Education.

Please contact your child's Care Group Teacher or Year Level Coordinator to discuss your child's absence and provide an explanation for our records. If there are any issues that we need to be aware of in respect to these absences please let us know so that we can better support you.

If we receive no response of clarifying information, a home visit will be attempted.

Yours sincerely

Dianna Pickert  
Attendance Coordinator

Tricia Richman  
Principal

Student Attendance Appendix 3: [5 Day Letter](#)



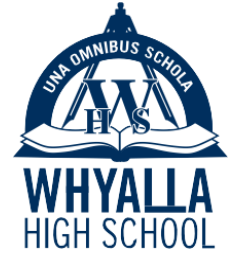
## Home Visit Calling Card

\_\_\_\_\_ visited your home today / / at: \_\_\_:\_\_\_am/pm

The purpose of this visit was: \_\_\_\_\_

By law, we are required to monitor student attendance and to sight students who have not attended our school for some time.

Could you kindly visit our school or call us on 8645 8844 to assist our follow-up.



Dear

I am writing to you regarding \_\_\_\_\_ (Full name)'s attendance at school.

According to our data, this year \_\_\_\_\_ (First Name)'s attendance rate to date is \_\_\_\_ %.

For the remainder of the year, it is important for you and your child to work with us to raise this attendance rate.

Students who miss extended periods from school run the risk of falling behind in their studies. It is particularly important for secondary school students as they may not have access to their desired subjects in year 11 if they have not passed year 10 Mathematics and English.

Under the Education Act 1972, every child must attend school regularly up to seventeen years of age or engage in approved work.

Please contact the school as soon as possible to arrange an appointment to discuss this matter. A range of support is available.

Thank you for your co-operation.  
Yours sincerely

Dianna Pickert  
Attendance Coordinator

Jenna Hewlett  
Principal