



Student Attendance Policy

Rationale

Student success is determined by consistent attendance at school. Students need to attend school regularly in order to participate fully and gain benefit from their schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential.

Student attendance is dependent on a supportive school environment, a curriculum that provides for all students and structures and approaches that facilitate the success of students. We acknowledge that monitoring student attendance enables identification of students at risk and the early implementation of intervention strategies. We also acknowledge our obligation to monitor the legal requirement for all students under the age of seventeen to attend school.

College staff should set an example for students, encouraging and emphasising attendance and punctuality.

Aims

Tarneit P-9 College aims to:

- Maximise the attendance of all students.
- Support families in achieving regular attendance for their children.
- Provide an organisational structure which supports the early detection and identification of causes of student non-attendance.
- Identify and support all students at risk of non-attendance.
- Support staff in monitoring and following up all absences.
- Ensure the efficiency and accuracy of data collection for school, legal and audit requirements.
- Ensure greater student engagement and connectedness to school through regular attendance.

Implementation

Attendance depends on active cooperation between the college, parent/carers and the student. Whilst the primary responsibility for meeting the legal requirements for student attendance rests with the parent/carer, our college has the responsibility to record and monitor attendance and take the appropriate action to rectify problems of non-attendance.

Within the college the principal has the overall responsibility for student attendance, and certain staff have particular designated duties in monitoring student welfare and attendance. As student attendance is fundamental to the role of teachers, all staff need to be actively and cooperatively involved in its maintenance.



Expectations and Procedures:

Recording Attendance

- Attendance data will be collected and entered every session on Compass.
- Attendance data will be monitored regularly by homeroom teachers and PLT leaders.
- Absence documentation will be collected daily from homeroom teachers and the data entered into Compass.
- If no satisfactory response has been given for an absence within 10 school days of the initial absence, the absence should be recorded as an unexplained absence.
- Frequently used codes for recording student absences:
 - 200 - Medical
 - 604 - Excursion
 - 611 - Sports
 - 806 - Parent Choice Unauthorised
 - 807 - Parent Choice School Approved
 - 804 - Extended family holiday

Parent Choice Code Explanation:

807 - Parent Choice School Approved

Parent approved** gave a reason that is not health related, or religious/cultural observance, or family holiday and sought approval from the principal. Includes: special circumstances, unavoidable cause, unforeseen circumstances, and family member illness.

806 - Parent Choice Unauthorised

Parent approved** but didn't give a reason, or parent approved** and gave a reason but the reason is not health related, nor religious/cultural observance nor has approval been sought and granted for a family holiday or special circumstance. Includes: going shopping, visiting friends or relatives, and missed school bus.

- Manual Roll Symbols for recording student absences:
 - / - Attendance for morning session
 - \ - Attendance for afternoon session
 - ^ - All day attendance
 - O - Absence for one session
 - OO - Absence for a whole day

Students

- Attend school and be punctual for all classes
- Provide a medical certificate or written note to classroom/homeroom teachers on return to school, if the absence was not recorded through college reception.
- Sign in at the reception and provide an explanation if late to school
- Discuss with teachers procedures for catching up on missed work through lateness or absence



Parents

- Ensure that the student attends and is punctual each school day
- Notify the college if a student is to be absent through the college absence line or alternatively send a note/medical certificate upon the students return to school
- Contact the classroom/homeroom teacher or Assistant Principal for assistance if a student is resistant to attending school

Administration staff and Compass/First Class leaders

- Generate and maintain class rolls (Daily Organisers)
- Accurately input all student absence information received through the College reception and early/late passes data daily
- Follow up phone calls to parents for students with unexplained absence after 5 days. Accurately input daily absences and absence information on Compass (attendance officer)

Classroom teachers/homeroom teachers

- Ensure all rolls are accurately marked each session.
- Follow up on student absences in their class in the first instance. When a student has been absent for three days in a row without parental contact, the classroom teachers/homeroom teacher should contact home.
- Enter attendance data accurately
- Collect absence documentation from students/parents, record the absence on compass and forward the documentation which is teacher signed and dated after being recorded on compass to the College office daily.
- Regularly monitor student attendance data, including a weekly analysis, and identify students at risk. Students with less than 90% attendance in a month (2 days absent in the month) should be deemed at risk and contact with home should be completed
- Formal follow up phone calls to parents of students with ongoing attendance issues.
- Reminding parents of the importance of their child being at school
- Working in partnerships with college leadership, families and outside agencies to implement strategies to improve attendance for students deemed to be at risk. This may take the form of formal meetings, and could involve the student. Proactive solutions should be the aim of these meetings
- Developing, along with college leadership and the parents/carers, a return to school plan for the student

College Leadership

- Co-ordinator, monitor and support classroom/homeroom teachers, students and parents to implement the college attendance policy



- Identify and follow up on student absences through regular monitoring of the absence data.
- Support the progress of students at risk through liaison with the classroom/homeroom teacher and parents for students whose attendance is between 51-75%
- Contacting the families of students whose attendance is below 50%. This may take the form of a telephone call or parent meeting and in some instances the development of a return to school plan.
- Working in partnerships with families and outside agencies to implement strategies to improve attendance for students deemed to be at risk. This may take the form of formal meetings and could involve the student. Proactive solutions should be the aim of these meetings
- Developing, along with the classroom teachers/homeroom teachers and the parents/carers, a return to school plan for the student.
- Ensure the attendance policy and practices are implemented and reviewed on a regular basis

All staff will be responsible for:

- Maintaining an attendance roll for all of their sessions
- Creating safe, supportive learning environments where all students experience success through active participation and engagement in purposeful learning
- Creating and maintaining a positive, professional relationship with each of their students through encouragement of the student as well as displaying a professional interest in their lives
- Sharing appropriate relevant information with the classroom teachers/homeroom teachers and college leadership, particularly regarding factors which may impact on their regular attendance at the college

Return to School Plan

In the instance where a return to school plan has been developed for a student returning to school after prolonged or regular absences, the following information should be included:

- The student's timetable.
- Important College dates and times, including session times.
- Learning outcomes to be completed and due dates.
- The student's personal goals and strategies to improve attendance.
- The names and locations of teachers involved with the education of the student.
- Procedures for notification to the school of future absence