

## DAPTO HIGH SCHOOL

### Attendance Policy & Procedures 2015

#### Policy

In accordance with DEC policy, students who are enrolled at Dapto High School will be required to attend all day on school days, which includes sporting carnivals, excursions, and Thursday sports day (Year 7 - 11).

From the **start of term 1** Year 12 students may arrive late or leave school early if they do not have a timetabled lesson (due to only studying 10 units), but must sign in and out at the office – flexible attendance.

Any student absence will require an explanation from a parent/guardian via a note, phone call or text message within **seven days** from the day of absence.

Students are required to arrive in time for roll call (8.28am) and not leave the school grounds until the end of the day (2.40pm), with some exceptions for Year 12.

#### Procedure

Students and families will have the attendance policy and expectations explained via the school newsletter, website, facebook page, 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. Absences and Partial absences can also be explained via text message, phone call or in person. Where possible medical and other appointments should be scheduled outside of school hours.

Students are to attend roll call each day where their roll will be marked electronically. Students will be reminded by roll call teachers to bring notes of explanation for absences and partial absences. Students must bring a note to the front office of explanation on the day they return to school after an absence.

Late arrivals to assembly are **marked present up till 8.35am**. After this time all students who arrive will be sent to the office to swipe in with their library card, this will be counted as a partial absence and students should have a valid note to explain their absence. They will be given a generated pass to give to their teacher. The classroom teacher will then adjust the roll with the time the student arrived to class.

**Teachers will mark rolls electronically every lesson. The classroom teacher will follow up on any fractional truants and refer these to the relevant deputy.**

Year 12 students without a timetabled lesson period 5 will be expected to show their timetable to any requesting teacher in order to be permitted to leave school. Year 12 students may arrive late or leave school early if they do not have a timetabled lesson (due to only studying 10 units), but must

sign in and out at the office – this is marked as flexible attendance. **This will only occur at the beginning of Term 1. It will not start when students are in YR 11 but start Yr 12 HSC work.**

Students needing to leave school early must present a valid note to the office in the morning except for Thursdays where they will go to the PDHPE staffroom. Student's notes should include:

- Full Name and Year
- Time leaving
- Valid reason with appropriate details; ie: Doctors Appointment – Doctors Name, contact number and time of appointment.
- Reasons such as Personal issues, Family business will not be accepted and further details will be required.

Students will be given a generated pass which is to be shown to their teacher in order to leave class early.

## **Roles & responsibilities of Staff**

### **Principal**

- Inform parents of attendance requirements via information evenings, newsletters and website
- Liaise with relevant Deputy Principal regarding possible HSLO referrals
- Put in place incentives to assist with increased student attendance
- Counsel students who are habitually late and put plan in place to improve
- Approve exemption/leave applications and inform teachers of student leave
- Report to Wellbeing Unit cases considered Educational Neglect
- Will sign off on a fortnightly attendance report understanding whole school attendance for each given fortnightly cycle

### **Deputy Principals/School Executive**

- Work with parents to re-engage students with school.
- Liaise with Year Advisors regarding students with poor attendance and related issues
- Attend Wellbeing meetings to share information about issues with students that are affecting attendance
- Work with students who are habitually late and issue consequences or plans to improve punctuality
- Liaise with the L@ASSO and HSLO Regarding Term Roll Checks
- Liaise with the L@SSO to recognise students below 65% attendance and work with these students to improve attendance and related issues.
- Deputies liaise with HSLO regarding possible HSLO referrals and make the application.
- Monitor welfare system for teacher entry of truants
- All interviews with students, (where students are out of normal class) edval must be used.

### **Roll Call Teacher**

- Mark roll electronically and ensure accurate attendance data is on EDVAL
- Roll Call occurs every day during a whole school assembly
- Teachers to collect student's notes and send to office – Teachers must make sure student's full name and year are on note and they initial it. Students can also take notes directly to office, either before school or during allocated breaks
- Teachers are to monitor and counsel students who are consistently absent or late
- Teachers are also expected to monitor student compliance with school uniform
- **Late arrivals to assembly are marked present up till 8.35am.** After this time all students who arrive will be sent to the office to swipe in, this will be counted as a partial absence and students should have a valid note to explain their absence.

### **Class Teacher**

- Teachers are responsible for period by period roll marking using EDVAL
- Teachers are required to have an electronic record of attendance of students in their classes.
- Students need a hall pass to be out of class
- **The classroom teacher will follow up on any fractional truants and refer these to the relevant deputy via the welfare system**
- If student is assumed present (green dot) but absent from class then teacher needs to follow up especially if a student has been flagged as risk (presumed truant)
- **Any variation to routine – students must be accounted for. Excursions/incursions/work placements/work experience etc all must follow appropriate procedures using edval. Teachers should not give lists to the office, it must go through the EAU and the teacher marks the roll.**
- All interviews with students, (where students are out of normal class) edval must be used.

### **L@SSO**

- **Monitor students with attendance less than 85% and above 65%**
- Refer students with attendance less than 65% to the relevant deputy and welfare team
- Analyse justified absences for patterns and trends
- Share information with the welfare team so that everyone is aware of students with poor attendance and reasons are understood before actions are put into place. Attend welfare meetings in weeks 4 and 8
- Discuss Roll Check each term from the HSLO with deputies and principal
- Interview students and assist them to re-engage with school

- Make phone contact with parents and caregivers to assist them to increase student's attendance and understand the education act
- Monitor EDVAL and discuss problems with the EAU to fix data issues
- Liaise with front office to recognise students causing concern and any data issues
- Work with the Deputies to monitor attendance. Students who are not progressing will be interviewed by Deputies and L@SSO.
- Initiate and develop positive attendance strategies – such as
  1. Every Celebration Assembly organise a pizza draw for students who have had 100% attendance over the last fortnight
  2. Prepare a list of students with 100% attendance each term so that they can be recognised with a certificate at the Merit Assembly. This is also linked to the merit system, so if they receive a certificate this also counts towards our merit system
  3. Organise a function for students with 99% attendance all year – Learn to surf

#### **SASS – office staff**

- Ensure accurate attendance data is on EDVAL using the appropriate codes
- Systematise an SMS to be sent to parents of identified absent/late students
- Enter returned SMS on edval using the appropriate codes.
- Enter late/absence notes into EDVAL using the correct codes
- Notes dated/retained in student files for recording
- Check voicemails to record absences/parental approval etc
- Enter Pass Outs into edval using the appropriate codes
- Enter students who are in sickbay and office duty on edval
- Liaise with L@SSO regarding students who are consistently absent/late
- Liaise with L@SSO/EAU regarding attendance data and issues
- Print a list of late students at the end of period 1 and send list to Head Teacher of Late roll call

#### **Parents/Carers**

- Parents seeking 'Approved Leave' must inform school ASAP so approval can be obtained from Principal. Forms are available at school office or emailed on request
- Absences must be explained within **7 days** either by responding to SMS, phone call, note or in person. **Notes/sms should clearly identify type of leave and have any relevant details**
- Update contact information so school can notify if your student is absent
- Parental notes or sms messages should include the following information:
  1. Full name and year
  2. Date or Dates of absences
  3. Reason for absences – The Principal/deputies will determine if it is a justified or unjustified absence.

The following table will outline some justifiable and unjustifiable absences.

Justified reason	Unjustified Reason
<ul style="list-style-type: none"> <li>• Medical appointment – Name of professional, contact number and time of appointment.</li> <li>• Religious ceremony</li> <li>• Attending an exceptional or urgent family circumstance( such as funeral)</li> <li>• Being sick, or having an infectious disease</li> <li>• Holidays – if approval by principal is sort</li> </ul>	<ul style="list-style-type: none"> <li>• Personal and/or Family reasons – More information is required</li> <li>• Shopping</li> <li>• Tired</li> <li>• Study</li> <li>• Part time work</li> <li>• Hair cuts</li> <li>• Baby sitting</li> <li>• birthdays</li> </ul>

### Students

- Be punctual and arrive at school before first bell at 8.28 ready for roll call
- If late - students must sign into front office with library card and then report to relevant teacher at recess.
- Hand in absence notes to roll call teacher /office
- Remain at school until end of day
- Attend all classes/sport throughout day
- Notes for pass outs need to be brought to office before roll call or during recess except for Thursday where they go to the PE staffroom.

All notes need to have:

1. Full Name, Year and Time Leaving
2. Valid reason – such as Medical appointment that cannot be made outside of school hours.

### Attendance and roll marking procedure's for teaching staff

The correct and accurate marking of roll and the recording of absences is critical in terms of a school's ability to fulfil its legal responsibilities with regard to its duty of care towards students.

**The recording of student absences is an important task and requires diligence on the part of all staff members.**

#### **Roll Call Teacher**

- Marks the roll electronically – all students are presumed present and will appear **green**
- Absent students are marked **red**
- Students on excursions/school business etc will appear **blue** and should not be altered, UNLESS they are present. They are then changed to **green**(present)
- Teacher must press the accept button
- Any student that arrives up to 8:35am will be marked as present (**green**). No student should arrive after this time. If they do they should present with a late note from the office.
- Teachers are to monitor and counsel students who are consistently absent or late
- Requests and collects absence notes. Ensures that students name, year, valid reason and parent/carer signature are evident. Teacher then initials note. Notes are then taken to office.
- Monitors uniform

#### **Class Room Teacher**

- Marks the roll electronically every period– preferably at the start of the lesson
- If students are present but appear **red** on the roll, it means they have not signed into the office. Students should be immediately sent to the office to sign in. Roll should then be adjusted.
- If student is assumed present (**green dot**) but absent from class (change to **red**) then teacher needs to follow up as student is assumed truant. If truanting refer to the relevant deputy via the welfare system
- Students need a hall pass to be out of class
- Any variation to routine – students must be accounted for. Excursions/incursions/work placements/work experience etc all must follow appropriate procedures using edval. Teachers should not give lists to the office, it must go through the EAU and the teacher marks the roll.
- All interviews with students, (where students are out of normal class) edval must be used.

## Follow up procedure for Students Absence and Late Arrivals

### **Roll Call Teacher**

- Completes roll marking duties
- Requests and collects absence notes. Ensures that students name, year, valid reason and parent/carer signature are evident. Teacher then initials note. Notes are then taken to office.
- Refers any consistent attendance/late arrival concerns to the L@SSO

### **Late arrivals**

- Students who arrive after 8.35am are late and will be recorded as a partial absence. This will appear on the child's report as either justified partial or unjustified partial attendance depending upon if it is explained with a valid reason.
- Students must swipe in at office using a Library card, students should have a letter of explanation if they are late.
- Students receive a late note and go to class
- All students who arrive late without a note will report to the Executive teacher of late roll call at recess
- When a student arrives late without a note of explanation from parent/carer three times in a fortnight or five times in a term they are issued with an executive afterschool detention and parent/carer is notified via letter and/or phone, if possible.
- If students continue to be consistently late they are referred to relevant deputy and a parent/carer meeting is sort.

### **SASS**

- staff send sms to all students who were absent or late
- Print a list of students who arrived late between 8.35am and 9.40am and send list to the executive teacher of late roll call.
- All partial absences and full day absences are recorded on edval using the appropriate attendance codes

### **Early Leavers (PASS OUTS)**

- Students seeking permission to leave school early must go to the front office before school with a valid note from a parent/carer, except for Thursdays where they will go to the PDHPE staffroom. A phone call from parent/carer before the student leaves is acceptable. This is to be noted by office staff in edval, with the time of call also noted.
- If there are any concerns in issuing a pass, then the deputy, Head Teacher PDHPE or L@SSO contacts parent/carer for clarification.
- Common Early Leavers Pass is issued to the student and details are entered on edval using the appropriate attendance codes by the SASS staff.

### **Notes from Parents/carers**

Notes from parents should include the following

- Full Name and Year
- Time student is leaving
- Valid reason with explanation.

<b>Valid Reason</b>	<b>Invalid reason</b>
<ul style="list-style-type: none"><li>• Medical appointment – Name of expert, contact number and time of appointment.</li><li>• Religious ceremony</li><li>• Attending an exceptional or urgent family circumstance( such as funeral)</li></ul>	<ul style="list-style-type: none"><li>• Personal and/or Family reasons – More information is required</li><li>• Shopping</li><li>• Tired</li><li>• Study</li><li>• Work</li><li>• Hair cuts</li><li>• Baby sitting</li><li>• birthdays</li></ul>



### Flow Chart of Attendance at Dapto High School

