

RENMARK PRIMARY SCHOOL

STUDENT ATTENDANCE PROCESS DOCUMENT



- To ensure that all staff understand that the Compulsory Education legislation implemented at the start of 2009, requires all young people between the ages of 6 – 17 to attend school.
- To ensure that all staff understand their role in monitoring and improving student attendance.
- To clarify the roles of particular staff members in managing student attendance.
- All staff understand that attendance data is used for legal purposes, student wellbeing, achievement purposes, school/site resourcing and documentation.

1. STUDENT ATTENDANCE

Our school aims to achieve quality education outcomes for all students. If children do not regularly attend school they cannot gain maximum benefit from schooling.

We promote regular attendance through:

- Provision of a positive and supportive learning environment where students experience success.
- Positive parent communication.

2. LEGAL RESPONSIBILITIES FOR TEACHERS

During school hours teachers assume duty of care responsibilities for the children in their care.

If children are not at school, the school must ascertain the reason for the child's absence.

Unexplained absences will be followed up by the school in accordance with DECD requirements.

2. LEGAL RESPONSIBILITIES FOR PARENTS/CAREGIVERS

Parents/carers are legally obliged to ensure their child/ren's attendance and punctuality at school until they are 17 years of age.

Parents/caregivers are required to provide an explanation for their child's/ren's absence from school.

3. PROCEDURES FOR MONITORING ATTENDANCE

3.1 The Roll

- Student Attendance Records on EDSAS and LearnLink are legal documents and staff are responsible for the accurate recording of attendance/absence relating to excursions, behaviour consequences (TH, S, E), early departures, lateness
- Parents are required to inform the school on the day of or as soon as possible, if their child/ren is/are absent or late and provide an explanation for the absence or late arrival.
- On the day/s of an out of school activity, an accurate list of student attendance/absence must be left at the front office before departure. The list must also indicate that day's room number for students not attending the excursion/camp/sport/out of school activity.
- Teachers accommodating students from another class must have a list of those students the day before the out of school activity.
- TRT folders will include this information.

3.2 Lateness

- Any student not present at 9.00am is recorded as late unless arriving late on a school bus.
- Children who arrive late are required to report to the Front Office staff before going to their classroom.
- Teachers will accurately record late arrivals and the time of arrival (LearnLink)

3.3 Children Leaving School during the Day

- Where children are required to leave school during the day, a note, phone call or personal message **from the parent/caregiver** is required. The Front Office staff and class teacher record the departure time and keep all records.
- If the parent/caregiver has contacted the Front Office staff about an early departure, the class teacher will be informed by the Front Office staff.

3.4 Truancy

- Truancy is defined as “any student below the age of 17 years whose failure to attend school is inadequately explained”. This could include cases where students’ parents/caregivers have given permission for non-attendance but the reason given is not deemed adequate by the school/DECD, i.e. the absence is not unavoidable and the reason is not sufficient.
- Where a student leaves school during the day without the teacher’s permission, the principal will be notified immediately and parent and/or police assistance sought.

3.5 Procedures for Irregular Attendance or Consecutive Days of Absence

- If the student is absent for 1-3 consecutive days the teacher will record the absence, follow up the reason and enter the information in LearnLink.
- If the student is absent for more than 3 consecutive days without an adequate explanation, the principal/delegate will be advised and contact the parents as per school process
- If our best advice is that a student has left the school/town/area/region but there has been no transfer advice from another school after 2 weeks, the Attendance and Engagement Officer will be advised.
- Student attendance, absence and lateness are closely monitored. Weekly attendance printouts are verified by class teachers; issues arising are followed up by senior staff; after teachers have followed school process.

3.6 Continued non-attendance or lateness

- The issue of continued unexplained or inadequately explained absences over time or frequent late arrivals will be addressed through personal contact with the parents/caregivers and goals for improved attendance/punctuality established
- If attendance does not improve to the agreed level, the Principal/delegate will refer the matter to appropriate personnel in the DECD Education Office/Central Office
- The Attendance and Engagement Officer may intervene and an attendance plan will be written with the Attendance and Engagement Officer, Principal, parents/caregivers and student/s
- Attendance will be monitored and the plan reviewed fortnightly

3.7 Exemption

- Can be approved by the principal for any child whose absence has been negotiated by parents if travelling overseas, interstate and for other family circumstances for a period of up to 12 months – ED175. Exemptions greater than twelve months must be approved by DECD.

3.8 Excursions

- The day before the excursion – leave a list of students NOT going on the excursion, with the class teacher/s accommodating those students for that day
- On the day of the excursion – before departure, leave an accurate list at the front office of students’ attendance/absence for that day. For students not going on the excursion/absent –identify on the list if they are DU/DF/DI etc. OR the room no. of the class they are attending for that day

- No later than the day before the excursion, let the SSOs, AET, EAL/D teacher, NIT etc. know if the class/particular students are going to be away for their lessons/sessions

4. ROLES IN MONITORING ATTENDANCE

4.1 Aboriginal Community Education Officer and Aboriginal Education Teacher

- Support and monitor the attendance of Aboriginal students
- All meetings involving the attendance of Aboriginal students will be in the presence of the ACEO including family meetings, visits to the family, meetings with the principal, and meetings with the Attendance and Engagement Officer. AET as required.
- Goals for improved attendance will be developed with the class teacher.
- Document all follow up, home visits, phone calls, etc

4.2.1 Teachers

- Monitor class student attendance records for absence/lateness patterns.
- If the student is absent for 1-3 consecutive days the teacher will record the absence, follow up the reason by contacting the family and enter in LearnLink which will be recorded on EDSAS.
- If after 3 days the student's absence is not adequately explained, inform the principal/delegate of the need to follow up.
- Keep all documentation re student absence, collected and archived at the end of every year.
- Accurately record attendance/absence using correct codes in LearnLink daily by 9.30a.m.
- Check locker at break times for Front Office messages re absence, early departure etc.
- Accurately record all early departures and update codes immediately they are known
- Each Friday, teachers are to check and verify the weekly roll class attendance print-out and return it signed if it is correct, to the Front office_Attendance tray by 3.30p.m. on Fri.
- Changes to roll class attendance must be made by the teachers on LearnLink. Once changes have been made, please let the Front office staff know so that a new roll class print-out will be put in class teacher's tray. The teacher/s must check, sign and return it to the Front Office tray by 3.30p.m. the following Monday.
- Auditors require verification by both teachers sharing a class
- Refer matter to School Counsellor if unable to contact the family or attendance remains an issue

4.3 Front Office Staff

- Daily attendance data entry as required
- By 11.00 a.m. each Fri, prepare roll class print-outs and put them in class teachers' trays
- Record absence/lateness details from phone calls, messages in person
- Leave a note with this information in the class teachers tray so they can collect it at the next break
- Inform Principal if there are issues with the accuracy of attendance data due to excursions, early departures etc.
- Provide end of term roll class attendance record class teacher/s and principal to verify
- Provide attendance records to principal/delegate, Attendance and Engagement Officer or other agencies on request

4.3 Principal

- support teachers and staff with particular responsibilities i.e. AET to follow up any attendance issues
- ensure accurate attendance records are kept
- follow up with teachers if there is an issue in following these processes

- request medical certificates for DI longer than 10 days if deemed appropriate; request medical certificate if illness is regularly given as a reason for absence
- provide attendance information to auditors and agencies on request
- contact family if teacher and SC have not resolved the attendance issue
- refer family and student to SC for support
- contact parents if a child leaves the school grounds without permission during the day, contact Police if parents cannot be contacted
- ensure all follow up is documented
- sign end of term verifications
- organise archiving at the end of the year, of all class absence/early departure notes
- approve temporary exemptions of up to one month
- request approval from the Director, school and Regional Operations for exemptions exceeding one year
- Contact parents by letter or phone after 3 days of unexplained absence if there has been no contact from parents/caregivers and teachers have been unable to make family contact
- Meet parents/caregivers to develop strategies to address continued absence
- Contact the Attendance and Engagement Officer for unresolved non-attendance
- Review attendance and evaluate data each week/end of term and act on results
- Class teachers verify class attendance records at the end of each term

4.4 School Counsellor

- Check signed roll class verifications weekly
- Store all roll class verifications, weekly and end of term
- Liaise with class teacher about their initial follow up and strategies to address attendance issues
- Contact family if teacher contact has not resulted in improvement
- Work with family, student, advocate and teacher/s to resolve attendance issues, student support plan etc.
- Refer child to Attendance and Engagement Officer if all of the above have not improved attendance within a term
- Monitoring, referrals, reporting to CARL
- Document all follow up
- Advise the Attendance and Engagement Officer if a child has not attended for 2 weeks or more and we believe they have left the area or whereabouts unknown
- Ensure accuracy of attendance data for census

4.5 SSO's/ PSW/ Bi-Lingual Teachers

- Report any attendance/lateness information that you may be made aware of, to class teacher OR senior staff for follow up

4.6 Parents/ Caregivers

- To work with the teacher/s, SC, leadership, Attendance and Engagement Officer to resolve any attendance issues
- Apply for a temporary exemption (see Front Office staff) for travel/family holiday if exemption is 5 or more days

4.7 Students

- To attend school each day unless there is a valid reason for not doing so i.e. ill, extenuating circumstance
- To inform the class teacher/SC/senior staff if there are issues impeding regular attendance