



Attendance Policy

Rationale

Student achievement starts with attendance; regular attendance is essential for students to maximise the learning opportunities provided to them at Grant High School. Attendance is a shared responsibility between the school, parents/carers and student. All students are expected to attend school each day it is open for instruction.

Under the Education Act (1990), parents and guardians are legally responsible for the enrolment and regular attendance of all children in their care up until the age of 17. Although there is no legal requirement for post compulsory aged learners to be enrolled, there is an expectation that once enrolled, learners will attend on a regular basis.

Early identification and intervention of non-attenders or irregular attendance has shown to improve student learning outcomes. Grant High School has invested in an internal case management service for students who need more intensive support around attendance and engagement. The Community structure of our school also ensures that processes are in place to alert our Community Wellbeing teams to any patterns of non-attendance.

School Responsibilities

The school will support the regular attendance of students by:

- Providing clear information to students and parents regarding attendance requirements and consequences of unsatisfactory attendance
- Maintaining accurate records of student attendance using DayMap and implement effective roll marking procedures when variation to normal school routine occurs
- Update the Attendance Codes when necessary and record attendance information on the Department's electronic attendance register
- Keeping a period by period record of student attendance DayMap
- Recognising and rewarding excellent and improved student attendance
- Providing safe and engaging learning environments that encourage student attendance
- Implementing programs and practices to address attendance issues where necessary
- Identifying patterns of concern and regularly communicating these with parents/carers
- Obtaining an accurate record of student attendance at alternative placements

Parents / Carers Responsibilities

It is a legal requirement that the parent/carer of a child of compulsory school-age ensures their child is enrolled at, and attends, school up until the age of 17. It is essential that parents/carers work in partnership with the school to ensure their child has the best possible opportunities to succeed in their time at Grant High School by ensuring:

- Students are at school when it is open for instruction
- Students are able to travel safely to and from school
- Students arrive at school by 8:40am
- Where possible inform the school prior to a known absence or on the day of the absence
- Reasonable explanation of absenteeism is provided on the day the student returns to school by sending a note or via electronic means such as a DayMap message, email, or telephone the school
- A student's absence is justified within 7 school days of the absence taking place
- Students arriving late to school can justify the lateness with a written explanation

- Contact is made with the school well in advance when they require their child to be on extended leave, such as, an overseas holiday
- The school is provided with updated contact details in writing or in person at Front Office
- Constant communication with the school about any attendance concerns
- Collaboration with the school to resolve attendance issues that may arise and support any interventions that have been put in place to support the welfare of the student

Late Arrivals

Parents/carers must ensure that their child is at school before 8:40 am. Under exceptional circumstances a student may be late to school providing it is an acceptable reason for lateness as stated below and the student is not habitually late.

Reasons acceptable for lateness:

- Doctor's Appointment
- Unexpected emergency or incident on the way to school
- The bus is late

Reasons not accepted for lateness:

- Slept in
- Traffic
- Other avoidable situations such as shopping
- No reason given

Students who arrive at school after 9am must report directly to The Hub to sign in. Students who are habitually late to school will be referred to the appropriate Community Leader where an appropriate course of action will be taken.

Early Departures

If a student is required to leave the school early a written note must be provided, signed by a parent/carer and presented to their class teacher. The student needs to attend the Hub to again present the signed note and sign out. Alternatively, a parent/carer may come to the Front Office to sign a student out early, or send a message via electronic means such as a DayMap message, email or telephone the school.

Exemptions

Parents wishing to organise a family holiday or needing to travel overseas for any reason must seek approval for exemption from the School Principal for absences of up to 4 weeks, and the Central Delegate for absences of more than 4 weeks.

Exemption from Attendance at School forms:

- Form C - Parent and Principal to sign and date if leave is under 4 weeks – school keeps a copy on file.
- An ED175, Form B and other supporting documentation need to be prepared by a Community Leader or Wellbeing Leader, signed by the parent and sent to the Central Delegate for endorsement.

Promoting Positive Attendance

Students who consistently demonstrate excellent attendance and/or make meaningful improvements in their own attendance will be recognised accordingly.

Attendance Procedures

All teachers are expected to take attendance at the beginning of each lesson using DayMap. If DayMap is experiencing technical difficulties the teacher responsible for the direct supervision of the class must take student attendance as a hard copy and transfer to DayMap at a later point. If there are any discrepancies with student attendance in their class, they must follow the school's truancy procedures outlined in this document.

Truancy

Students are expected to be present and accounted for all of their lessons each day they are at school.

- Partial truancy from class includes any student who presents late without a note or any student who leaves the class without permission
- Single or multiple lesson truancy includes students not-attending one or more classes without a reasonable explanation
- It is expected that class teachers will report a truant student to the Wellbeing team using the truancy DL (dl.0928.truancy@schools.sa.edu.au) within the first 15 minutes of the lesson
- Wellbeing will contact the parent/carer, however the class teacher will need to record the incident on DayMap and follow-up these students using a range of consequences and strategies
- Persistent lesson truancy will be referred by class teacher to the Community Leader for follow up. Persistent truancy will be addressed using a range of strategies, including parent contact/meetings, consequences; and in certain cases may include the involvement of the Wellbeing Manager for additional intervention

Attendance Concerns

Teachers are expected to be active in following up students with non-attendance issues.

Teachers are an important asset in identifying students who are at risk of developing poor school attendance patterns. Students who are at risk may fall under one or all of the following categories:

- A multiple number of unexplained absences
- Non-Attendance to school for 5 or more days without contact from home
- Attendance percentage drops below 85%

Roles and Responsibilities

Homegroup Teachers

Attendance records are legally required, and must be up to date within a reasonable amount of time.

Students who are absent three days in a row or three days in one week should be followed up by the Homegroup teacher. The Homegroup teacher is expected to:

- Make regular contact with parents/carers regarding non-attendance or patterns of non-attendance/lateness
- Follow up students for an explanation via written note for their absence
- Where a note is not provided the Homegroup teacher needs to continue to follow up requests to explain absences; via letters, email or phone contact. If this is proving difficult, please send an email to Daily org to request an SMS is sent to the parent/caregiver

- The Homegroup teacher must record any correspondence with parent/caregivers on the students DayMap profile, via the parent contacts record
- If the non-attendance or patterns of non-attendance/lateness exceeds two weeks the Homegroup teacher must flag the students with the relevant Community Wellbeing Team.

Subject Teachers

All teachers have a duty of care to all students in their subject lesson. The follow up of absences is therefore the responsibility of all members of staff.

Students who are absent from a lesson, but present for the rest of the day should be followed up by the subject teacher. Subject teachers are expected to:

- Maintain accurate and up to date attendance records for subject periods using Daymap
- Report a truant student to the Wellbeing team using the truancy DL (dl.0928.truancy@schools.sa.edu.au) within the first 15 minutes of the lesson
- Promote positive attendance
- Follow up any attendance discrepancies such as unexplained lateness or truanting of subject classes and record incidences on the students DayMap profile – (to notify Community Leaders of action taken or action required)
- Document any information on follow up of attendance on DayMap (DayMap Profile – Reports – Parent Contact) such as, email, student interviews and parent contact
- Report any persistent attendance concerns to the students Community Leader

Community Wellbeing Teams

The Community Wellbeing Teams will work with staff to support the follow-up of on-going attendance concerns.

The Community Wellbeing Teams are expected to:

- Liaise with teachers who have flagged student attendance and welfare concerns
- Communicate attendance concerns with parents and send the appropriate documentation e.g. letter of concern
- Organise a parent meeting or conduct home visits to check welfare and engage family and student
- Interview students with habitual absences and document concerns
- Discuss and put in place an attendance improvement plan
- Support individual students with attendance/welfare concerns and address issues as needed, including referrals to IAS case management where necessary and appropriate
- Liaise with outside agencies that are supporting the wellbeing of the students
- Refer ongoing attendance concerns to the Department Attendance Officer/Social Worker for collaboration and support

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