



# St Clair High School

## Student Attendance Policy and Procedures

### DEPARTMENT OF EDUCATION (DoE) POLICY

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnerships with parents are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences. Schools, in providing a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students' sense of wellbeing and belonging to the school community (DoE, 2015)

St Clair High school will:

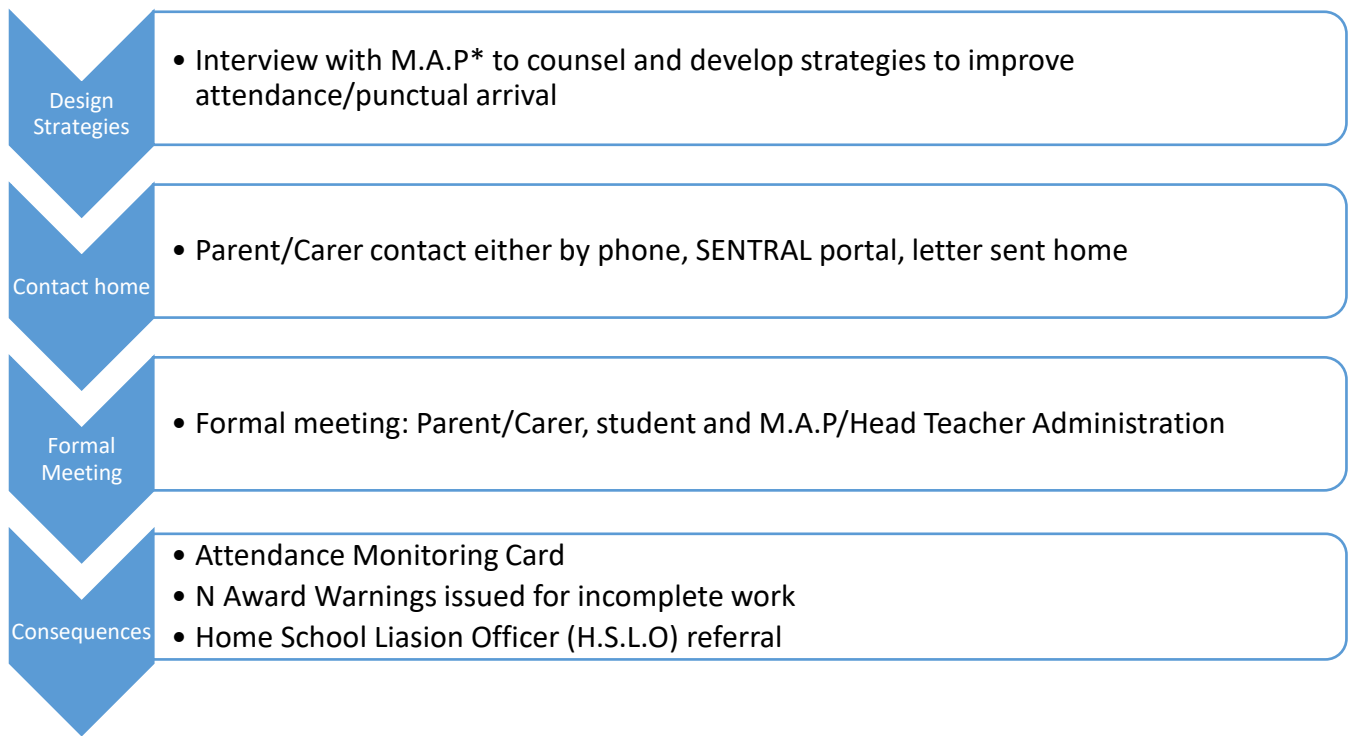
- Provide a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- Promote regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
- Maintain accurate records of student attendance.
- Alert the principal, or staff member responsible for monitoring attendance, when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer within required timeframes.
- When nominated by the principal, liaise with external agencies, arrange referrals and coordinate involvement of the school with other services and agencies working with students.
- If they have concerns about the safety, welfare or wellbeing of a child or young person, report their concerns to the principal.

### SCHOOL PRACTICE

- School attendance rolls are marked every period of each school day and recorded in the SENTRAL roll marking system.
- Students arriving at school after the start of the school day must go the front office student counter. Students need to provide an explanation for their lateness via a written note or verbal authority from a parent/carer.
  - Students will be issued with an electronic slip recording school, name, date and time of arrival and reason for being late.
  - Students show the slip to their classroom teacher on arrival at their lesson.
  - Students with a frequency of unexplained late arrivals will be counselled by the Monitoring Attendance Personnel (MAP) to establish strategies to promote punctuality.
  - SCHS has the expectation that parents supply written notification/verbal confirmation from parent/carer for absence, late arrival or request for early departure.
- Classroom teachers maintain an electronic class roll that is marked during each lesson of the school day.

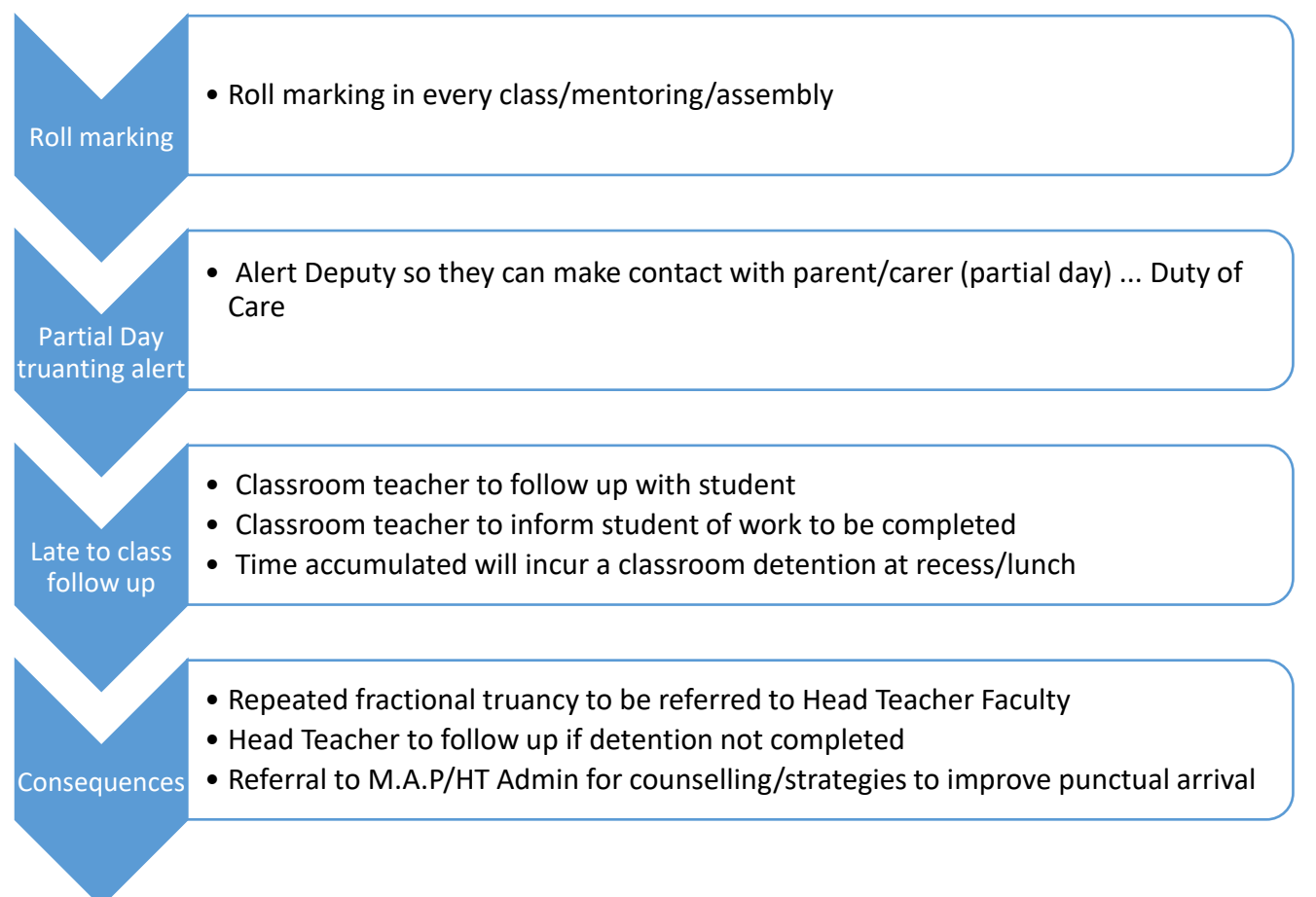
- Students leaving school early, bring a letter from a parent to their Deputy Principal for approval. The student then takes the approved letter to the Student Reception for processing. An electronic slip recording school, name, photo, date and time of departure is issued to the student to show their teacher that they have permission to leave at the designated time.
- Students who are intending to be absent for an extended period for reasons such as overseas travel – parents should request an ‘Extended Leave’ form from the school to request leave and explain the circumstances. If leave is granted by the Principal, the leave will be recorded as ‘explained’ and students are to organise plans for missed work with individual teachers.
- Undertake all reasonable measures to contact parents on the same day or following day of an absence where parents have not contacted the school. Contact may be made by means such as by telephone, email or SMS text message.
- If within 7 days of the first day of any period of absence an explanation has not been received and no contact has been made with parents, the school will ensure parents are contacted within the next 2 school days.
- The Telephone Interpreter Service and translated materials, including letters can be used as required when communicating with parents from language backgrounds other than English if an explanation for absence has not been received.
- The school communicates issues of attendance, punctuality and truancy via the following:
  - Daily SMS messages to parents and/or phone calls
  - Parent/Teacher Events
  - SENTRAL Notifications of Attendance/Truancy letters
  - Explanation statements with in-school Detention Notifications
  - Interviews – Teacher/parent, Year Adviser, MAP, DP and Principal
  - Student Attendance Monitoring Books

## Strategies to encourage attendance and punctuality



\* **M.A.P – monitoring attendance personnel**

## Strategies to avoid fractional truancy/late to class



## Senior Student Attendance procedure

Senior students are permitted to apply for an attendance pass for if they have a 'study period' during Period 1 and/or Period 5. The attendance pass also allows them to leave the school grounds to access the shopping centre during lunch (only). Students must be in full school uniform and be able to show this pass to School Staff/Centre Management if asked.

### Important:

Students are required to sign out and/or sign in to school at the front office student window using their Student ID card. It is important we are able to establish where every student is at all times between the official school hours of 8.30am – 2.40pm should the school have to go into an emergency management situation. This procedure is necessary at all times the student is leaving school grounds.

If a student leaves the school grounds and returns (e.g. during the lunch break) they are required to sign out AND sign back in at the front office student window so we are aware that they are back on school grounds.

All students are to remain on school grounds and attend the Library during 'study periods' that occur between Period 2 – Period 4.

### To obtain an attendance pass:

