



Attendance Policy

PURPOSE

- Reynella East College has identified improved attendance as a priority and that regular attendance has significant benefits for students, educators, parents and the community.

SCOPE

- This policy applies to students, parents and Reynella East College staff to support the attendance of all students.

POLICY DETAIL

- A child who is between six years and 16 years is required to attend school. In addition, since 1 January 2009 all students aged between 16-17 years must participate full-time in an approved learning program. This is irrespective of distance from the school or whether or not the student has a disability. These students are required to be enrolled at a registered or non-government school and must attend the school on every day instruction is provided at the school for the child, unless the Minister has granted an exemption from the school.
- The primary responsibility for meeting this legal requirement rests with the parent/caregiver. The responsibility for enforcing school attendance is with the Department of Education and Child Development (DECD). The Department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.
- **Recording Student Attendance**
Attendance is recorded in the Learner Management System (SEQTA) from 8.40am for R-7 and for every lesson including home group years 8-12. Attendance taken during the home group period is imported into EDSAS for DECD/ Centrelink purposes. Specific codes are used to identify the different reasons why students may be absent.
- **Reasons for absence**
It is the parent / caregiver responsibility to communicate any absences by:
 - Telephone 8329 2300
 - Email absences@reynellaec.sa.edu.au
 - Notes in the student diary

Monitoring Attendance Data

Home group Teachers, Learning Community Managers, Year Level Coordinators and the Principal Team will monitor student attendance. For any student who is away for 2 or more days without explanation the Home Group teacher is to contact parents in the first instance by phone, or if this is not possible a form letter is to be sent home. Where a pattern of non-attendance is identified then appropriate action will be taken which may include parent/caregiver contact, consequences for the student and/or referral to the DECD attendance officer.

Late Arrivals

- All students who miss scheduled lessons or home group must sign in or sign out otherwise they will have unexplained absences recorded.
- Late arrival after 8.40am students from:
 - Reception to Year 10- to Student Services to sign in.
 - Year 11- to the library to sign in through the SEQTA station. Must show their Timetable with Home Study.
 - Year 12- to senior study sign in through the SEQTA station. Must show their Timetable with Home Study.
- Late arrival through Students Services is entered into SEQTA Unexplained (unless a student has a note or reason then use appropriate code). All notes are to be given to the home group teacher.

Leaving School during the day

- All students (Reception to 12) must report to student services if they wish to leave school due to illness and staff will contact a parent/ carer for approval (must have a signed note/ reason).
- Leaving early is entered into SEQTA with a reason using the appropriate code after a note in the diary is shown to Student Services.
- Year 11 & 12 students with study lessons can sign out in senior study/ library through the SEQTA station. Must show their Timetable with Home Study.

ROLES AND RESPONSIBILITIES

- See Appendix 1

MONITORING, EVALUATION AND REVIEW

- Review date April 2017
- Attendance Improvement Team
- Deputy Principal leads the review team
- Attendance will be monitored on an ongoing basis and evaluated against REC targets by February of each year(See appendix 2)

DEFINITIONS AND ABBREVIATIONS

Term	Meaning
SEQTA	SEQTA is the Learner Management System
SMS	Short Message System used to communicate absences with families
EDSAS	Information systems used to communicate with the DECD
DECD	Department for Education and Child Development

SUPPORTING DOCUMENTS

- DECD Attendance Policy
- DECD Attendance Requirements for Schools
- DECD Attendance Requirements for Preschools

REFERENCES

- DECD Attendance Policy 2009
- Brighton Secondary School Attendance Policy

APPENDIX 1

Attendance Roles and Responsibilities

Students

- Attend school and all timetabled classes on time
- Sign in/ out using procedures outlined in the REC attendance policy
- Show diary note/ Timetable when signing out for study
- Model school values- *Integrity, Respect, Responsibility, Excellence*

Parents

- Support students to attend school on time every day
- Support follow up of absences with email, phone, notes in diary
- Notify the school of any planned absences (Eg. Family holiday) and complete exemption form
- Support DECD attendance policy

Classroom/ Home Group Teacher

- Enters Home Group & Cross Curricular roll into SEQTA = either Present, Absent or Late
- Monitors student attendance and full day absences.
- Follow up all unexplained absences. This may involve phone calls to parents, notes in student diaries or letters being posted home. Once reasons for absence are known the solution needs to be recorded on SEQTA.
- For any student who is away for 2 or more days without explanation the Home Group teacher is to contact parents in the first instance by phone, or if this is not possible a form letter is to be sent home. The Student Case Management Team member is to be notified.
- If a student is going to be away for more than 3 consecutive days, for reasons other than school camps or excursions or a medical reason, then the Home Group teacher is to arrange for an "Exemption from School" form from student services to be completed. This would apply in the case of a student going on a family holiday, state sporting competition. The Exemption form is to be forwarded to the Principal for approval.
- Refers frequent absences to Student Case Management Team member.
- Enters absence solution into SEQTA for full day absences and for late and early departure.
- Follows up attendance discrepancies with student, subject teachers, parent, and coordinator.
- Monitors correct use of SEQTA sign in / out kiosk.

Subject Teacher/ Primary Specialist Teacher

- Enters Subject roll into SEQTA as close as possible to the start of the lesson.
- Possible consequences for lateness or truancy include after school and lunchtime learning catch up. Enter as a pastoral care note for the day of the catch up. See help sheet.
- Resolve and documents in SEQTA lesson absence with student, parent, HG teacher, Student Case Management Team.
- Refer frequent absences and lateness to Student Case Management Team member.

Student Services

- Enters absences into SEQTA as soon as possible with a (high priority) reason (when a parent communicates by Phone, SMS, note, parent, email etc)
- Enters absences into SEQTA when students leave due to First Aid.
- Answer parent complaints and pass these on to Student Case Management Team member when necessary.
- Manage SEQTA kiosk for sign in/ out. Students need a note/ parent contact to sign out or 11/12's must have a diary with private study on their timetable.
- Import SEQTA attendance to EDSAS daily
- Produce end of term EDSAS attendance reports for teachers to sign off as correct and accurate.

Student Case Management Team member

This group comprises Level of School- Assistant Principals, Coordinators and Counsellors.

- Identifies students who are not attending regularly using SEQTA data
- Case manages students identified through Student Case Management Team
- Supports HG Teacher & Subject teacher in resolving frequent absences
- Distribute Unexplained Absence data.
- Address habitual (up to 10 days) and chronic (10 or more) non-attenders.
- Work with Home Group teachers to see that records are being kept accurately, attendance processes are understood and enacted and that unexplained absences are being followed up.
- Follow up truancy with parents/care providers. Issue consequences for truancy ie one After School Learning Catch up is issued for each lesson missed. Internal Suspension may be issued if there are numerous days of truancy.
- Assist in developing strategies for improving attendance
- Follow up sanctioned absence (disengagement from school, birthdays)

Student Review Team (Coordinator, AP)

This group comprises Level of School Assistant Principals, and Counsellors working with attendance officer

- Meet with attendance officer to follow up chronic (10 days or more) non-attenders

Student Counsellors

- Receive reports of prolonged student absences (10 days or more unexplained)
- Email class teachers to verify they have not seen the particular student in their classes
- Follow up with a phone call home
- No response to phone call then sends a letter to the parent/carer of particular student. The letter will detail the school's concern about student's absence, an attendance report for the student, the method of contact that has been employed by the school to receive an appropriate explanation, a leaver's form to be employed in the appropriate cases and a discussion of the school's intention to make the particular student internally left as of a particular date stipulated in the letter and our duty to inform Centrelink (where relevant) of the unexplained absences.
- If student is under the age of compulsion, the parent/carer will be informed that an Attendance Referral will be made to the sites Attendance Officer and this may attract a monetary sanction.
- Monitor attendance for Guardianship of the Minister students.
- Make referral to Attendance officer

Assistant Principals

- Enter suspensions/ exclusions into SEQTA AND EDSAS

SEQTA Coordinator

- Follow up incomplete rolls
- Support attendance census process

Deputy Principal

- Prepare data for 'snapshots' to be distributed to Home Group teachers every 5 weeks
- Lead attendance census process

Principal

- Ensure that all end of term roll sheets are signed correct and accurate at the end of each term by all Home Group teachers

Counsellors/ Youth Workers/ CPSW/ Psychologist

- Counsellors, Youth Workers enter meeting into SEQTA using Counsellor code (high priority) for the time of the meeting.

Camps/ Excursions/ Sport

- Absences to be entered by the **organising teacher** attending the excursion by the day before the excursion.
- Class roll to be updated/ supplied to Student Services on the day to ensure accuracy of attendance information.

VET

- VET teachers to enter class rolls in SEQTA using the code W- Work Experience/ VET

APPENDIX 2

Site Improvement Plan- Attendance

- There has been improved attendance since 2014 with all cohorts now above 90%. Significant improvement in year 8 & 9 attendance can be attributed to better tracking and monitoring using SEQTA Learner Management System; scheduled attendance snapshots and improved case management.
- Unexplained and sanctioned absence and lateness (i.e. not related to illness or extenuating circumstances) continues to be an issue R-12.

TARGETS

- All absence is explained.
- Reduction in lateness across the school 10%
- All cohorts reach state target of 95% attendance
- Student survey indicates 1 point scale improved satisfaction in student decision making

STRATEGIES

- Conduct deeper analysis to identify patterns for cohorts and individuals with patterns of sanctioned absence and or habitual lateness
- Analyse impact of part-time work on attendance and punctuality or leaving early
- Develop a new attendance improvement plan that identifies and specifically targets attendance issues
- Regularly monitor, reporting & review of Pre-school to 12 attendance
- Develop specialist learning and extra-curricular programs
- Use parent portal to monitor attendance and ensure explained absence

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Replaces	
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REVISION RECORD

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