

ATTENDANCE POLICY AND PROCEDURE

Hellyer College

25 November 2021

Hellyer College – Attendance

POLICY

This Policy and Procedure document aligns with the Department of Education's ATTENDANCE POLICY and PROCESS.

<https://documentcentre.education.tas.gov.au/Documents/Attendance-Policy-and-Process.pdf#search=attendance%20policy%20and%20process>

Purpose

Consistent attendance at school is critical to achieving positive educational outcomes and keeping students engaged in their learning. Parents/guardians have a legal obligation to ensure a child is enrolled in and attending school, or is registered for home education.

Further, making timely contact with families to inquire into reasons for absences and to offer support is an important aspect of building respectful and supportive relationships with students and their families.

Therefore it is important that schools have effective, reliable local practices and systems that record student attendance accurately and in a timely manner, to enable schools to identify whether any interventions or additional supports are required to promote consistent students engagement and attendance.

The aim of this document is to support and improve student participation and attendance in Years 11 and 12 at Hellyer College and to ensure that Hellyer College meets its legislative and regulatory obligations.

Scope (audience and applicability)

This policy applies to all students enrolled at Hellyer College, their parents/guardians and all staff.

PROCEDURES

Staff responsibilities

The recording of student attendance is a legal mandate and part of each teacher's role and responsibility.

- All teaching staff are to record student attendance for each lesson in Edupoint, using correct absence codes, in the **first 15 minutes** of each lesson. This must include attendance at any off-site provision.
- Teachers must ensure that they record student attendance themselves, through Edupoint.
- Teachers must ensure they update student attendance accurately when a parent/carer provides a reason for an absence. Independent students will provide their own reason (Independent status is documented in Edupoint).

- Class teachers are responsible for following up any student absence until it is deemed necessary to involve the Career and Life Planning teacher and/or Senior Staff.
- An automatically generated text message will be sent to parent/carer at the end of each school day.
- Student absences are to be monitored by classroom teachers according to the flowchart on page 4 and recorded in the Student Support System, SSS. Staff ensure this is recorded as soon as possible. Note: “Within 5 days, staff members **MUST** attempt to contact a parent/guardian for each occasion where a student is absent.” (DoE ATTENDANCE POLICY and PROCESS, p10)
- All conversations with parents/guardians around all absences (including unsuccessful attempts to speak with parents/guardians) must be recorded in the contact log in SSS.
- Referrals to appropriate support staff are made as needed and parents are informed. Reporting to parents includes attendance data.
- Staff must ensure that colleagues and office staff are informed of course related absences (e.g. excursions, work placements etc.) prior to the event.

Student responsibilities

- All scheduled classes must be attended unless absence is caused by illness or other authorised reason(s). Refer to DoE ATTENDANCE POLICY and PROCESS, p26. (attachment I).
- When returning to college after absences, reason for the absences must be explained to each teacher and parent notes, copies of doctor’s certificates, appointment cards etc. must be given to the office for filing in the student’s files.
- If lengthy absence is likely the college should be informed.
- A medical certificate or statutory declaration should be provided when the total number of days absent in a school year through illness is 6 or more, not necessarily consecutive.
- If it is known beforehand that an absence will occur the student is to inform each teacher.
- When possible, appointments (e.g. medical, dental, driving lesson etc.) should be arranged for times which do not clash with class times.

Parent/Carers responsibilities

- Parents/carers are required to notify the office staff of the reason for any student absence.
- A medical certificate or statutory declaration should be provided when the total number of days absent in a school year through illness is 6 or more, not necessarily consecutive.
- Parents are required to respond appropriately to automated text messages.

Part-time Attendance Assistant Principals and Principal

- An independent student or parent/guardian **may** initiate an application for part-time attendance in accordance with the application form. A school **must not** make an application without the independent student or parent/guardian initiating it.
- An application **must** attach any relevant supporting evidence detailing why the application is in the best interests of the child and be accompanied by a report from a school social worker (or similar) **and** Principal.

Review of Part-time Attendance

- At least once per term, the Principal **must** review each part-time attendance arrangement. The Principal **must** consult with the parent/guardian and/or student as part of this review. (DoE ATTENDANCE POLICY and PROCESS, p6)

Reference- DoE ATTENDANCE POLICY and PROCESS

<https://tasedu.sharepoint.com/sites/intranet/SitePages/Search/results.aspx?q=Attendance%20Policy%20and%20Process>

Attachments:

- Hellyer College Attendance Procedure Diagram
- List of Authorised Reasons for Children to be Excused from Schools
- Student Absence Flowchart 2019

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Attachment 1 Hellyer College Attendance Procedure Flowchart

Student leaves your class without permission

- Call or email **admin** who will alert an available Assistant Principal



Subject Teacher

The subject teacher is best placed to swiftly make contact when a student is absent from their class

3 missed classes

- Check SSS (contact log tab) and Edi (attendance) for current student information and trends
- Speak with student **and** phone home to parent/carer
- Enter new details in SSS – **Contact Log only**
- Follow up with student, offer ongoing support
- CLP teacher monitors overall attendance.



CLP Teacher

The CLP teacher has overview of attendance across all of their subjects and should coordinate actions to support regular attendance where absences are across a number of subjects. This might mean coordinating a meeting of the student, subject teachers and parents/guardians with an AST.

5 missed days

- Check SSS (contact log tab) and Edi (attendance) for current student information and trends
- Speak with student **and** phone home to parent/carer. Alert parents re medical certificate if sickness is the reason. Arrange parent meeting with AST if absences cannot be adequately explained.
- Enter new details in SSS- **Contact Log only**
- Follow up with student, offer ongoing support, course counselling (subject and CLP teachers)
- 5-day letter may be issued in consultation with strategic AP.



Strategic AST

The AST supports CLP teachers with parent meetings and additional individual conversations. Strategic ASTs meet with their CLP teams regularly to support attendance.

10 missed days

- Check SSS (contact log tab) and Edi (attendance) for current student information and trends
- Phone home to parent/carer and arrange parent meeting with class teacher(s)
- Enter new details in SSS – **Contact Log only**. Ensure teachers are aware of strategies/supports
- Follow up with student, offer ongoing support, course counselling (subject and CLP teachers)
- 10-day letter may be issued in consultation with strategic AP.



Assistant Principal/ Principal

The AP/ P assists ASTs to support attendance.

15 missed days

- Check SSS (contact log tab) and Edi (attendance) for current student information and trends
- Ensure efforts have been made to resolve non-attendance
- Enter new details in SSS – **Contact Log only**. Ensure teachers are aware of strategies/supports
- Continue follow up with student/parent/guardian, offering ongoing support, course counselling, flexible arrangements (subject and CLP teachers)
- 15-day letter may be issued. Consider referral to Student Wellbeing Team, Learning Services North.

Attachment 2

ATTENDANCE POLICY and PROCESS- Editable Version Feb 25, 2020, p26.

Appendix E – List of Authorised Reasons for Children to be Excused from Schools

- a.** bereavement of a person with whom the school-aged child or youth has a close, significant or family relationship; or
- b.** medical, legal or related appointments; or
- c.** where the school-aged child or youth has witnessed or been subjected to family violence; or
- d.** terminal illness of an immediate family member; or
- e.** where a natural disaster or extreme weather event prevents:
 - i. a school-aged child or youth from a non-government school safely attending their enrolled school; or
 - ii. a school-aged child or youth from a State school safely attending their enrolled school or nearest State school; or
- f.** participation of a school age child or youth in a:
 - i. recognised learning experience (e.g. a music examination); or
 - ii. cultural activity (e.g. participation in NAIDOC Week); and initiated by an independent student or parent, where the principal is of the opinion that the experience or activity has educational value to the school age child or youth; or
- g.** attendance at a recognised event (e.g. a State, National or International level event sanctioned and organised by the official governing body) as:
 - i. a participant; or
 - ii. an official of a team or other body, competing or participating in that event ; or
 - iii. an official otherwise engaged in that event; or
- h.** where an independent student or parent objects, as a matter of conscience, to his or her school-aged child or youth participating in a school activity specified in the Education Regulations 2017; and
 - i. the independent student or parent notifies the school's principal in writing at least two (2) days in advance of that school activity occurring; and
 - ii. that activity will occur for at least one (1) full school day; and
 - iii. separate supervision of the school-aged child or youth is not possible; or
- i.** where an application for home education has been received by the Registrar and provisional registration has been granted; or
- j.** where the parent or independent student notifies the principal of an absence due to sickness, temporary or physical incapacity later than five (5) days from the date of the absence.

Appendix B - Student Absence Flowchart

