

Attendance Key Process Statement

Overview

To encourage every student to attend school every day and support those who are not.

Detail

Roll Marking:

- Student attendance for each lesson is recorded within the first ten minutes of lesson using Daymap, applying EDSAS absence codes.
- Students who arrive within 15 minutes of caregroup/1st period for senior school students, go straight to class and care group teachers mark the student as Late.
- Students arriving later than 15 minutes after lessons has started must report to relevant Learning Community Students Services (LCSS) to complete sign in process.
- Students leaving before the school day has ended report to relevant Learning Community Students Services (LCSS) and complete sign out process.

Student Year to Date Attendance:

- Each week in caregroup/MIND students are informed of their year to date actual and explained attendance rate. Use the [Attendance Ladder](#) to help explain what the percentage means.
- Throughout the year there are rewards promoted through the House Culture system, to recognises high attendance individually and in caregroup/MIND classes.

Student Absence:

- Once all caregroup rolls/1st period rolls for senior school students are marked, an SMS is sent to parents of students with unexplained attendance each morning.
- Discrepancies in attendance data are identified by Attendance Intervention SSO and actioned by relevant staff.
- Staff record in depth absence details in Daymap received via phone call, SMS, or in person.
- For any unexplained absence, the caregroup/MIND class teacher is responsible for requesting and recording detailed reasons for student absence. Record this on Daymap Attendance Notes. [Unexplained Absence Follow up form](#) may be used to chase up multiple unexplained absences and be provided to Attendance Intervention SSO.
- Attendance Intervention SSO will send out emails to staff with the follow up required for specific students.

Absence Follow Up:

- For attendance follow up refer to the [Unexplained Absence Follow up process](#) to see the steps to be taken.
- Ensure all follow up attempts have accurately been detailed in Daymap. Meetings, letters and home visits are recorded as Attendance Records, all other communication is recorded as an Attendance Note.
- Attendance Improvement Plan meetings are to be held with students and parents/caregivers who have an actual attendance rate of 80% or below. The [Attendance Improvement Plan](#) should be used to document the meeting.
- The [Attendance Barriers and potential strategies](#) document can be used by the staff members to help identify strategies to improve attendance rates.
- After students have been referred to the Social Work Duty Line, it is still a requirement of school staff to complete attendance follow up.
- Once a term, Attendance Intervention SSO generates an attendance rate [letter](#) for students with an actual year to date attendance rate below 85% to be posted to the parent/caregiver(s).

Role	Responsibilities
Principal/Assistant Principals	<ul style="list-style-type: none"> • Oversee this process and undertake annual review of its operation • Gather and store Mandatory Notification documentation
Assistant Principals	<ul style="list-style-type: none"> • Support caregroup/ mentor teachers with follow up. • Oversee attendance for each student in the school.

	<ul style="list-style-type: none"> • Have strategies to assist in re-engaging students with chronic non-attendance. • Referral to outside agencies where required.
Attendance Intervention SSO	<ul style="list-style-type: none"> • Keep accurate records of student attendance and follow up. • Report roll discrepancies and attendance data to staff. • Generate attendance letters. • Send out Follow Up Tracker emails.
Staff	<ul style="list-style-type: none"> • Keep accurate records of student attendance. • Follow organisational procedure of Attendance Key Process. • Notify Attendance Intervention SSO at appropriate stages. • Inform students and their parents of their attendance rate so they can be held accountable.
Students and parents/caregivers	<ul style="list-style-type: none"> • Attend school each day. • Provide diary note or phone school explaining student absences. • Provide a medical certificate for 3 or more days absent with illness. • Contact school to notify of extended absences and complete an exemption form

Definitions

Habitual - A student who is absent for 5 days or more per term (average of 1 day per fortnight) for any reason.

Chronic – A student who is absent for 10 days or more per term (average of 1 day per week) for any reason.

Compulsory school age - A child of or above the age of 6 years but under the age of 16 years (ie from 6 years 0 months to 16 years 0 months inclusive)

Compulsory Education Age - A young person who is 16 years of age to 17 years of age.

EDSAS -

SSO – Student Support Officer

SMS – Short messaging service

Appendices

[Attendance Ladder](#)

[Unexplained Absence follow up form](#)

[Unexplained Absence Follow Up Process](#)

[Attendance Improvement Plan](#)

[Attendance barriers and potential strategies](#)

[Attendance Letter](#)

[Whyalla Secondary College Attendance Policy](#)

[Attendance Monitoring Process](#)

[Education and Children's Services Act 2019.](#)

[Education and Children's Services Regulations 2020](#)

[Attendance matters in South Australian preschools and school's strategy](#)

[Department for Education Attendance Policy](#)

[Home Visit Calling Form](#)