ATTENDANCE POLICY – 2011

At Beverley District High School it is our aim to ensure the accurate recording and rigorous monitoring of the attendance of all students and to implement appropriate strategies to restore attendance if there are attendance issues.

BACKGROUND
It is acknowledged at Beverley District High School that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. It is also acknowledged that attendance problems are best managed by early identification and intervention.

The School Education Act 1999 requires compulsory aged students, as defined in the Act, to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction, unless an arrangement in writing has been entered into for a student. Although there is no legal requirement in the School Education Act 1999 for pre-compulsory aged students to enrol in a school, there is an expectation that once enrolled students will attend on a regular basis, and positive attendance patterns will be fostered with all students at Beverley DHS.

RELEVANT LEGISLATION/AUTHORITY
School Education Act, 1999 Sections 21 (1) (f), 22, 23, 24, 25, 26, 28, 30, 31, 32, 33, 40

PROCEDURES

RECORDING ATTENDANCE
a) At Beverley District High School accurate attendance records are kept for each student enrolled at the school. This includes recording attendance at both morning and afternoon sessions for kindergarten, pre-primary and primary students, and recording attendance for every lesson or period for secondary students.

A continuous attendance by a child of not less than two (2) full hours' secular instruction is to be recorded as a half day's attendance. Students who arrive late, but still meet this requirement are not to be included as a half-day absence, but recorded as late (L).

Students who are on an excursion, participating in an off campus program, or in some other school-approved activity, are not to be counted as absent.

Students on suspension are to be recorded as absent during the period of suspension.

b) Attendance records will be kept in electronic form, and may be reproduced in written form on a weekly basis.

c) Absentee notes that are separate from the student's records will be kept for two (2) years from the date of receipt and then destroyed. This includes details recorded by Beverley District High School staff when a parent provides the school with a verbal reason. If the absentee note is included on a student’s record file, then the note must be kept for 25 years from date of birth.

(Refer to Records Management: School, College and Campus Records)

d) Unsatisfactory attendance reports on students must be retained in a student's records for 25 years from date of birth (Refer to Manual for Records Management: School, College and Campus Records).
MONITORING ATTENDANCE
a) In order to ensure an attendance monitoring and action system for systematic, consistent and effective identification and action for all students with attendance issues.
b) When a student has been absent from school, and an acceptable explanation has not been forthcoming, the class teacher will send a written request for an explanation to the student’s family to establish the reasons for non-attendance.
c) If it is established that the student was absent from school for a legitimate reason, we will proceed no further unless the frequency and or number of absences gives the school cause for concern. As there is no requirement in the School Education Act 1999 for the reason to be provided in writing, schools must record all details when a parent or caregiver provides the school with a verbal reason, either in person or over the telephone, that the school believes is an acceptable reason in the context of the school.
d) If, after 3 days from the date a request for explanation was sent home, no response has been received, then the class teacher will refer the matter to the Deputy Principal.
e) If a student’s attendance rate falls below 90% over a ten-week period, the School will further investigate the reasons why the student is not attending school.
f) The School will use a case management approach for attendance issues and consult with all stakeholders. Access support from community groups and agencies if required.
g) In the event of difficulty, or little success, with restoring a student’s attendance, prior to making a formal referral to the school attendance officer, we will make informal contact with the School Attendance Officer who may be able to provide advice or alternative intervention strategies.
h) Consistent with EDWA records management policies, we keep detailed records of all contact, or attempts to make contact, with the student’s family and the intervention strategies implemented to restore a student’s attendance. This documentation will need to be made available to the School Attendance Officer and/or the School Attendance Panel if the student is subsequently formally referred to the School Attendance Officer and/or the School Attendance Panel.

REFERRALS TO SCHOOL ATTENDANCE OFFICER
a) If we have identified a student as being a regular or chronic non-attender, and the intervention strategies implemented have not been successful in restoring the student’s attendance, the student is to be referred to the School Attendance Officer by the Principal.
b) The appropriate referral form will be completed by the Principal and forwarded to the School Attendance Officer along with all documentation demonstrating that reasonable and repeated efforts have been made to restore the student’s attendance.
c) We will work collaboratively with the School Attendance Officer, the student’s family and other community groups and agencies to restore the student's attendance at school. If the School Attendance Officer considers it to be appropriate, he or she will facilitate inter-agency access and support through structures and or protocols established by the district office.

CHILDREN WHOSE WHEREABOUTS ARE UNKNOWN
a) If all attempts to locate a student have failed after fifteen (15) school days and we have not received advice that the student has enrolled at another school, the Principal will refer the student to the "Children Whose Whereabouts are Unknown List" through the School Attendance Officer.
b) The Principal, with the support of the Deputy Principal, will regularly review the Children Whose Whereabouts are Unknown list and advise the school attendance officer if a child has enrolled at our school.
REFERRALS TO SCHOOL ATTENDANCE PANEL

a) If the student's attendance at school has not been successfully restored the school Principal, in collaboration with the School Attendance Officer, is to refer the student to the School Attendance Panel.
b) The District Director is to establish a School Attendance Panel in accordance with the Procedures for School Attendance Panels.
c) The School Attendance Panel is to fully consider the issues that contribute to the student's non-attendance at school, and establish strategies to ensure the re-engagement of the student in an appropriate educational setting.
d) The school Principal with the support of the Secondary and Primary Deputy is to implement the relevant strategies established by the School Attendance Panel and monitor the subsequent attendance of the student.

DATA COLLECTIONS
Beverley District High School will comply with requests from District and Central Office to provide information on attendance.
BEVERLEY DISTRICT HIGH SCHOOL

ATTENDANCE AND ABSENCES

Beverley District High School will record attendance and absences using the Lesson attendance module (SAM) in Integris. Teachers will be instructed in accessing Integris and the module.

The school administration will set up the school year roll for all classes at the beginning of each year and the parameters required by the teachers.

Teachers will access aspects within the Lesson Attendance Module at their point of need.

Teachers will record attendance and absences every school day by 9.00am and at 1.00pm into the Week View section of Lesson Attendance in Integris.

Teachers will request an explanation from the parent/caregiver (if one has not been provided), either by note, phone message, personal contact, or email to record absences due to reasonable causes.

The Deputy Principal will follow up on absences that have not been explained, by forwarding a Request for Explanation note to the parent or guardian as per the attendance review flow chart (Appendix A).

Teachers to notify the school administration within three days if the absence remains unexplained due to the non return of an explanation note.

The Deputy Principal will conduct attendance and absence checks as per the attendance review flow chart (Appendix A).

Only the school’s administration will make adjustments to the class roll. Teachers to check for any anomalies and inform the school administration for the correction to be carried out.
Appendix A
Beverley District High School
SAER Attendance
Review Procedures & Action Sheet.

Student name: _____________________  Class/Form teacher: _____________________

Student attendance must be entered into SIS on a daily basis by class/form teachers. Class/form teachers amend absences for which notes/verbal reason have been received on a weekly basis.

FORTNIGHTLY a report of all absences is generated by the Deputy Principal for follow up. Letters will be sent home based on attendance policy and procedures in weeks 3, 5, 7 and 9.

A concern about attendance is noted by the Deputy. Action sheet is commenced.

10 x half day absences in a term.

Deputy
Phones home, document call
OR
Sends home letter A (no notes)
Sends home letter B (notes)
Sends home letter PC (pre-compulsory)
Sends home letter L (Lateness)
Information shared with teacher.
Places a copy in student’s file.
Monitors for two weeks.
OR
If the teacher believes absences are a result of bona-fide sickness they can record into a diary action they have personally taken to contact parents.

Attendance improves
Attendance does not improve

Note improvement, close file

Reasonable explanation.
No reasonable explanation.

Send home letter B offering support so student can catch up.
Send home letter C.
Send home letter A (if no letter previously sent)

Not improved after two weeks
Attendance improves, close file

Contact home and arrange interview at school. (Letter D)
Devise a strategy for improvement eg School Psych, Attendance Officer etc

Set review date
Implement strategy
Review

Attendance improves, close file

Letter A: 10 half days missed – not all explained.
Letter B: eg flu for a week – can we help your child catch up? Invitation to contact teacher for missed work.
Letter PC: Pre-compulsory can we help?
Letter C: Continued absences – school very concerned. If no improvement in 2 weeks parents will be contacted for an interview.
Letter D: No improvement in attendance – Interview requested.
Letter L (Lateness): Student is late, this is unacceptable, we will monitor.

Mail out to parents will occur in weeks 2, 4, 6, 8 & 10 requesting explanations for any ‘unexplained absences’ that have occurred for individual students within a fortnightly period.

> 10 x half days

* School Attendance Officer
* Ongoing Liaison
Dear

SCHOOL ATTENDANCE

The School Education Act (1999) requires compulsory aged students to attend school on a regular basis. If a student is absent for 10 or more half days per term we are required, under the Act, to communicate with parents/care givers.

According to our school records your child has missed 10 or more half days of school so far this term. Not all of these have been explained.

A student who misses 10 or more half days per term is classified by the Department of Education as being a “Student at Educational Risk”. This level of absence from school often leads to the student missing significant school work, struggling when they return and performing poorly in assessments.

We would appreciate you contacting us in order to explain these absences and, if needed, initiate an attendance plan in order to assist your child develop and achieve the necessary and relevant educational outcomes.

I would like to thank you in advance for your assistance in this matter.

Yours sincerely

Hayden O’Mara
Deputy Principal

Date:

SAER Attendance Review letter A

---------------------------------------------------------------

Student Name: _____________________

I have received the letter SCHOOL ATTENDANCE dated _____________.

Parent/Carer signature ____________________

Reason for absence/s:

________________________________________________________

________________________________________________________

Please tick this box if you would like to organise a telephone interview. □

Please tick this box if you would like to organise a face-to-face interview. □
Dear

**SCHOOL ATTENDANCE**

The School Education Act (1999) requires compulsory aged students to attend school on a regular basis. If a student is absent for 10 or more half days per term we are required under the act to communicate with parents/care givers.

According to our records your child has missed 10 or more half days of school so far this term.

Despite there being reasons for these absences, they may result in your child missing the required teaching and learning experiences to reach the outcomes of the educational programme presented.

A student who misses 10 or more half days per term is classified by the Department of Education as being a “Student at Educational Risk”. This level of absence from school often leads to the student missing significant school work, struggling when they return and performing poorly in assessments.

On behalf of the school I would like to offer our support to ensure your child’s ongoing educational achievement. I invite you to contact your child’s teachers directly to organise for any missed work to be sent home, if you have not already done so.

I would like to thank you in advance for your assistance in this matter. If you would like to discuss this further please do not hesitate to contact me through the School Office on 9646 1165.

Yours sincerely

Hayden O’Mara
Deputy Principal

Date:  

SAER Attendance Review letter B
Dear

SCHOOL ATTENDANCE

The School Education Act (1999) requires all students enrolled at a school, including those of pre-compulsory age to attend school on a regular basis. If a student is absent for 10 or more half days per term, or a similar ratio for pre-compulsory students, matching the number of days they are permitted to attend, we are required under the act to communicate with parents/care givers.

According to our records your child has missed 10 or more half days of school so far this term.

Despite there being reasons for these absences, they may result in your child missing the required teaching and learning experiences to reach the outcomes of the educational program presented.

A student who is absent above the acceptable ratio of half days per term, is classified by the Department of Education as being a “Student at Educational Risk”. This level of absence from school often leads to the student missing significant school work, struggling when they return and performing poorly in tasks and assessments.

On behalf of the school I would like to offer our support to ensure your child’s ongoing educational achievement. I invite you to contact your child’s teachers directly to discuss any educational needs or alternatively, please contact the school to discuss any attendance support you may require for your child.

Thank you in advance for your assistance in this matter. If you would like to discuss this further, please do not hesitate to contact me through the School Office, on 9646 1165.

Yours sincerely

Narelle Bailey
Deputy Principal

Date:

SAER Attendance Review letter PC
Dear

SCHOOL ATTENDANCE

The School Education Act (1999) requires compulsory aged students to attend school on a regular basis. If a student is absent for 10 or more half days per term we are required under the act to communicate with parents/care givers.

Your child has missed 10 or more half days of school so far this term. We are concerned that this level of absenteeism will severely disadvantage your child’s educational achievement.

A student who misses 10 or more half days per term is classified by the Department of Education as being a “Student at Educational Risk”. This level of absence from school often leads to the student missing significant school work, struggling when they return and performing poorly in assessments.

Over the next two weeks your child’s attendance will be closely monitored and we hope to see an improvement. If this is not evident we will be contacting you again to organise an interview to discuss the issue in more depth. At the meeting we will discuss the strategies needed to ensure satisfactory attendance.

Thank you in advance for your assistance in this matter. If you would like to discuss this further please do not hesitate to contact me personally.

Yours sincerely

Narelle Bailey
Deputy Principal

Date:

SAER Attendance Review letter C

________________________________________________________________________

Student Name: ______________________

I have received the letter SCHOOL ATTENDANCE dated ____________.

Parent/Carer signature _____________________

Reason for absence/s:

________________________________________________________________________

Please tick this box if you would like to organise a telephone interview. □

Please tick this box if you would like to organise a face-to-face interview. □
Dear

RE: REQUEST FOR INTERVIEW
TO DISCUSS THE ATTENDANCE RECORD OF YOUR CHILD

On ____________ I contacted you by letter expressing my concern about your child ____________’s attendance record. Since that time the attendance record has not shown improvement.

I would like to meet with you to discuss this matter and have tentatively booked a time at ________________ on ________________ at the school.

In a few days we will contact you to confirm this meeting. If the time or day is unsuitable, please negotiate a mutually convenient time, by phoning the School Office on 9646 1165.

I cannot impress upon you too strongly the link between attendance and achievement. If this pattern of absences is not stopped, your child may experience long term disadvantages as a result of missing the educational program that all students are entitled and required to receive.

At the meeting we will discuss the strategies to be put in place to ensure satisfactory attendance.

Yours sincerely

Hayden O’Mara
Deputy Principal

Date:

SAER Attendance Review letter D
Dear

SCHOOL ATTENDANCE

The school is required to record and report all absences and lateness to the Department of Education. Each time a student is absent, or late, we are also required to record the reasons.

Lateness to school means your child is being educationally disadvantaged as they miss class-work, may struggle to grasp new concepts and then score poorly at assessment time. It can also cause teaching routines to be disrupted and the education of every other student in the class may be interrupted, as the teacher has to help the late student catch up on the missed part of the lesson.

According to our school records your child has been late to school on numerous occasions (please see the attached page for specific dates). If our records are incorrect I would urge you to contact us so they can be amended.

School commences at 8:40am sharp for all students. Students are expected to be lined up to begin lessons at this time. All students have a right to learn and they all have a responsibility to be on time for the start of the school day.

I would like to thank you in advance for your assistance in this matter. If you would like any more information about attendance, please do not hesitate to contact me via the School Office, on 9646 1165.

Yours sincerely

Hayden O’Mara
Deputy Principal

Date:
SAER Attendance Review letter L

Student Name: ________________________________

I have received the letter SCHOOL ATTENDANCE dated ________________.

Parent/Carer signature ________________________________

Reason for late arrival/s:

Please tick this box if you would like to organize a telephone interview. ☐
Please tick this box if you would like to organise a face-to-face interview. ☐
Appendix G
Beverley District High School
SAER Attendance Review Procedures
& Action Sheet.

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<th>Date</th>
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# BEVERLEY DISTRICT HIGH SCHOOL
## Attendance Plan 2011

- **Priority Four:** To improve the rate of student attendance; with a focus on K, PP and High School.

<table>
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<tr>
<th>IMPROVEMENT TARGETS</th>
<th>TIMEFRAME</th>
<th>MAJOR STRATEGIES</th>
<th>RESOURCES</th>
<th>EVALUATION MEASURES</th>
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| **Target 1:** The percentage of students, K-10, with regular attendance will increase to 77%. | 2011 | • Parent Information Night – attendance requirements, procedure for absences etc.  
• Follow-up meeting for parents who were unable to attend parent night.  
• SMS – initiate the use of phone messages to be sent daily for unexplained absences.  
• Plan with community leisure/sporting groups to reinforce attendance through non participation in external activities.  
• Negotiate strategies/options with individual families – pick up.  
• Case meetings for individual students whose attendance drops below 85%.  
• Incentives for highest attendance achieved across set time periods. | 2011 Attendance Review and Action Sheet.  
DET SMS attendance support.  
District Office  
School Psychologist. | Fortnightly analysis reports.  
Semester 1 attendance audit.  
End of year attendance target analysis.  
Less students listed as SAER attendance. |
| **Target 2:** Unauthorised student absences, K-10, will reduce to less than 10%.  
(13.25% in 2010) | 2011 | | | |