



## **ATTENDANCE POLICY – 2012**

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 learning opportunities. It is also acknowledged that attendance issues 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 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. (E)

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

b) Attendance records will be kept in electronic form, and may be reproduced as needed.

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 there are monitoring and action systems for consistent and effective identification and action for all students with attendance issues.
- b) When a student has been absent from school, a text message will be sent home notifying a parent / carer of their child's non-attendance.
- c) If it is established that the student was absent from school for a given 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 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.
- e) The School will use a case management approach for attendance issues and consult with all stakeholders, accessing support from community groups and agencies if required.
- f) 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.
- g) 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

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 or delegate will refer the student to the "Children Whose Whereabouts are Unknown List" through the School Attendance Officer.

### 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 Integrus. Teachers will be instructed in accessing Integrus 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 Integrus.

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.

Action	Date
A	
B	
PC	
C	
D	
L	

Student name: \_\_\_\_\_

