

MHS Attendance Procedures



MACLEAN
HIGH SCHOOL



MHS Attendance Procedures

This document should be read in conjunction with the following DoE policies:

[School Attendance in Government Schools Procedures 2015](#)

[The DoE School Attendance Policy](#)

[Attendance Matters – resources for schools](#)

[Every Day Counts Guidelines - May 2021](#)

[Exemptions from School Procedures](#)

[Parents' Attendance Guide](#)

Regular attendance at school is essential to assist students to maximise their potential. While parents are legally responsible for the regular attendance of their children, **the SCHOOL is responsible for supporting regular attendance by:**

- providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- promoting regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
- recognising and rewarding excellent and improved attendance.
- maintaining accurate records.
- implementing programs and practices to address attendance issues.
- providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

PARENTS are responsible for:

- ensuring their children attend school regularly.
- contacting the school from the first day of any period of absence via telephone call, written note, text message or email. An absence is recorded as unexplained if parents have not provided an explanation to the school within 7 days.
- ensuring a medical certificate is provided to the school for all sick leave absences in excess of 3 days.
- ensuring a medical certificate is provided to the school and submitted to the Deputy Principal for all students in Years 11 and 12 on the day of, or before, an assessment task or exam if the absence is known in advance, otherwise on the first day of returning to school. **This is a NESAs requirement.**
- working in partnership with the school to plan and implement strategies to support regular attendance at school. This includes communicating with the school if they are aware of issues affecting their child's attendance or engagement with school.
- investigating work experience opportunities with the support of the Careers Adviser as required.
- Providing a note or informing the Attendance Office if a student needs to leave school premises during the school day for an appointment

STUDENTS are responsible for:

- ensuring all class work that has been missed due to absences is caught up.
- supplying a note from a parent if they need to leave the school premises at any time during the school day.

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Attendance Monitoring Procedures

Staff responsibilities

CLASSROOM TEACHERS are responsible for:

- accurately marking the roll every morning by 9:15am on Sentral (a text message/email is sent to parents by the office when a student is marked absent).
- accurately recording attendance at the START of EVERY lesson on Sentral. All rolls must be marked by 3:20pm each day (a text message/email is sent to parents by the office each day for partial truants).
- encouraging students to bring in a note for absences.
- reporting to the faculty HT when a student's pattern of attendance or lateness is of concern.
- recording the *precise times* of late arrivals and early departures in Sentral.
- reporting
 - a) the nature of absences
 - b) chronic non-attendance
 - c) fractional truancy
 - d) persistent lateness to class
- Class Monitoring for persistent truancy.

*These issues are to be reported
PROMPTLY to the HT of the Faculty and
recorded on Sentral Wellbeing.*

HEAD TEACHER KLA's are responsible for:

- providing an opportunity for teachers to refer students with poor attendance patterns in their classes.
- checking Sentral and following up on attendance concerns referred by teachers in the faculty.
- implementing strategies to improve attendance issues within the faculty. This may include placing students on Class Monitoring and Head Teacher Monitoring as appropriate.
- if necessary, making parental contact to discuss impacts on student learning (and recording details in Sentral Wellbeing).
- referring persistent truancy to the Deputy Principal.
- referring persistent absences to the Attendance Team.

SPORT TEACHERS are responsible for:

- accurately recording attendance at the BEGINNING and CONCLUSION of each sport session on Sentral.
- transferring attendance information contained on paper rolls to the attendance register on Sentral by the end of the school day.
- Ensuring that fractional truants are recorded on Sentral. The Sport Coordinator will implement strategies to improve attendance. Parents will be notified via email after being interviewed by the Sport Coordinator.

ALTERNATIVE/SPECIAL DAYS

- On days where a student is absent from the school site on official school business eg school excursions, work experience, zone/regional/state carnivals it is important that the teacher in charge provides the

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attendance office with a roll prior to the excursion taking place. The teacher in charge must also mark the roll promptly on the day of the activity and contact the attendance office with the list of absent students.

- If teachers receive verbal explanations from parents, they should record, sign and date the explanation OR record the details in Sentral Wellbeing.
- When a student is withdrawn from class to attend an alternate program it must be logged in Sentral as 'school business'. The supervising teacher is responsible for recording this.

YEAR ADVISERS are responsible for:

- monitoring student attendance for their year cohort.
- advising the Attendance Team and LST of issues likely to affect a student's attendance pattern.
- contacting parents of students causing concern to discuss absences.
- discussing students who are an attendance concern at the Wellbeing meetings.
- documenting all strategies that have been implemented to address the needs of students whose attendance has been of concern (in Sentral).

HEAD TEACHER WELLBEING is responsible for:

1. Liaising with the Learning and Support Team, Executives and the HSLO weekly regarding attendance matters.

2. Monitoring low attendance. This includes:

- conducting informal interviews with students who are an attendance concern and recording this information in Sentral Wellbeing.
- making phone contact with parents/carers regarding absence concerns and recording this information in Sentral Wellbeing.
- overseeing daily SMS and reminder SMS when absences have not been explained.
- sending Attendance Concern letters home weekly in consultation with the principal.
- organising parent interviews.
- contacting the Child Wellbeing Unit or DCJ regarding a student's attendance when required by legislation.
- sending official warning letters (HSLO letter 1).
- making mandatory reports as necessary if a student's attendance concerns affect their wellbeing (engagement numbers and details must be shared with LST and Attendance Team).
- making applications to the HSL Program if there has been no improvement to attendance.
- following up on students who are continually late.
- giving approval for early leaver requests each day. Parents will be contacted if necessary and requests will only be approved for genuine reasons.

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3. Analysing Attendance Data. This includes:

- conducting a 90% attendance report fortnightly in consultation with the HSLO.
- presenting data to the LST
- completing DoE attendance returns
- implementing strategies to improve attendance and meet targets.

4. Implementing strategies to meet attendance targets. This includes:

- universal interventions, targeted interventions, and individual interventions.
- establishing positive attendance plans, monitoring books, attendance contracts, IEPs, alternative school programs, addressing bullying or social issues, setting up teacher mentors/peer buddies as appropriate.

5. Supporting other staff in managing student attendance. This includes:

- overseeing Year Advisers who monitor their year cohort's attendance.
- organising support personnel where required eg SLSO support, LaST, Careers Adviser.
- access request applications for students enrolling in Distance Education in consultation with Head Teacher Special Education.
- sending daily emails to all staff with "possible" roll marking errors to be followed up.

HEAD TEACHER SPECIAL EDUCATION is responsible for:

- monitoring the attendance of students in the Support Unit classes.
- applying to the Director for Part Day Exemptions as required for students in support classes in consultation with the Learning and Support team. When approval for the part day exemption is received from the Director, a copy of the completed certificate will be given to the student's parents/carers, the attendance office and a copy put into the student's file. The attendance office will ensure that the student is marked 'Exempt' in SENTRAL when appropriate.
- access request applications for students enrolling in Distance Education in consultation with Head Teacher Wellbeing.

LEARNING SUPPORT/WELLBEING TEAM are responsible for:

- resolving attendance difficulties by implementing a range of additional school-based strategies including:
 1. student/parent interviews.
 2. reviewing the appropriateness of the student's educational plan.
 3. providing SLSO support.
 4. referring students to outside agencies.
 5. seeking advice about culturally appropriate responses from relevant services and working collaboratively with them.
 6. identifying if other agencies are involved with the family and liaising with them when a student's

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attendance is of concern and where it is determined that the issues impacting on attendance are outside of the role of the school to address in isolation. The school may have a role in working collaboratively with the services to engage the family. Family case discussions should be attended by school representatives if the issues relate to students whose attendance is a concern. Meetings and interviews at the school may also involve representatives from support agencies. They may be initiated by school, other agency or departmental staff. Schools may also refer families to services, in consultation with families.

HOME SCHOOL LIAISON OFFICER (HSLO) is responsible for:

- attending on a weekly basis to meet with the HT Wellbeing and conduct a 90% attendance report.
- discussing student's attendance with the HT Wellbeing to ascertain strategies that have been and can be implemented.
- interviewing students whose attendance is showing no improvement.
- developing, implementing, and monitoring the School Attendance Improvement Plan in consultation with the Attendance Team, HT Wellbeing and Deputies.
- conducting a School Attendance Review every semester.
- conducting roll checks every five weeks.
- coordinating NIPs (Non Attendance Interview Program).

SCHOOL COUNSELLOR/SCHOOL PSYCHOLOGIST is responsible for:

- participating in the development, implementation and evaluation of School Attendance Improvement Plans where appropriate and as negotiated with HSLO and HT Wellbeing.
- following up on wellbeing issues as discussed at the Learning and Support Meetings.

CAREERS ADVISER is responsible for:

- monitoring EVET, SBAT and work experience attendance.
- providing names of students going to EVET courses to attendance office staff. Attendance office staff record details on Sentral.
- advising office staff of EVET attendance to adjust Sentral records.
- providing names of students going on work experience and SBAT to office. Office staff record details on Sentral.
- receiving attendance details from employers and then advise attendance office staff to adjust Sentral records.

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SCHOOL ADMINISTRATION STAFF are responsible for:

- recording student absences, lateness to school and early leavers each day on Sentral.
- ensuring that an SMS/email is sent promptly to parents to notify them of the student's absence.
- responding to and recording parent responses to SMS messages and other calls from parents regarding absences/leave on Sentral.
- retaining records of written, electronic and verbal explanations from parents.
- checking the legitimacy of absences and referring concerns to the HT Wellbeing.

DEPUTY PRINCIPALS are responsible for:

- liaising with the Attendance Team/ LST regarding ongoing attendance issues.
- dealing with incidents of repeated truancy that are of concern for a student. This involves counselling the student, contacting parents by phone and/or letter and issuing a level (as appropriate). Parents may request an interview to discuss the matter further.
- ensuring parents and students are made aware of the consequences of repeated truancy i.e. short suspension from school.
- ensuring in the event of a student of post-compulsory age being suspended for truancy they will also receive a warning letter regarding possible expulsion from school.
- following up on students who are continually late.
- ensuring an email is sent including partial truancy at the end of the day.

PRINCIPAL is responsible for:

- dealing with attendance issues, which require a suspension. Parents and students must then have a resolution of suspension interview to discuss a change in the student's behaviour.
- moving to exclude students of post-compulsory age whose attendance continues to be of concern following application of school wellbeing and discipline measures.
- granting or declining requests for extended leave in consultation with the HT Wellbeing. (Refer to pages 12, 21-25 of the [Student Attendance in Government Schools Procedures 2015](#) and [Exemption Procedures](#))
- granting exemptions up to 100 days, the Executive Director will need to grant permission for exemptions over 100 days. See [School Attendance Policy S4.2.9](#)

TRUANCY PROCEDURES

Classroom Teacher and Head Teacher

Teacher marks class roll at the start of the lesson

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graph TD; A[Teacher marks class roll at the start of the lesson] --> B[If a student is absent but is otherwise marked present for the day, the classroom teacher must ascertain at the earliest possible time if the student was truanting.]; B --> C[If the student is found to be truanting, it is to be recorded on Sentral by the teacher.]; C --> D[The HT is notified of the absence (verbally and through Sentral) and implements strategies e.g. (1) Parental contact (2) Faculty detention (3) Class Monitoring (4) Head Teacher Monitoring. Alternatives may be decided by the HT if, in their professional judgement, an alternative course of action is best.]; D --> E[If truanting continues after HT has managed, HT needs to report this to the DP in writing or via email.];
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If the student is found to be truanting, it is to be recorded on Sentral by the teacher.

The HT is notified of the absence (verbally and through Sentral) and implements strategies e.g. (1) Parental contact (2) Faculty detention (3) Class Monitoring (4) Head Teacher Monitoring. Alternatives may be decided by the HT if, in their professional judgement, an alternative course of action is best.

If truanting continues after HT has managed, HT needs to report this to the DP in writing or via email.