

Roxby Downs Area School

Student Attendance Policy & Processes

Purpose:

Attendance is a school pre-requisite to learning, every moment counts.

Aim:

Our aim is to ensure all students enrolled at school attend regularly increasing student attendance to 93% across the R-12 year levels.

Rationale:

- The Department for Education and Child Development has the responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.
- The primary responsibility for meeting the legal requirements of attendance lies with the parents or guardian.
- The school and staff maintain accurate records of attendance, as this is a legal document, and follow up issues of non-attendance so that students are not disadvantaged in their learning by missing significant amounts of learning entitlements.

Attendance Process at RDAS:

What	By who	When
Daily Attendance Roll	Home group / Classroom teacher to take the roll in home group. Roll books to be returned to front office for SSO's to enter data onto EDSAS. Student Attendance is recorded and marked off on Day Map and information is fed back into EDSAS daily.	Daily roll taken and sent to the office by 8:40am.
7-12 & all R-6 NIT Class Attendance Records	Teachers must keep an attendance roll for their lessons – either on Day Map or hard copy; the purpose for this is to track any student absence patterns which may affect student learning performance. Any issues re: attendance in lessons needs to be reported to home group/class teacher, coordinator and cohort Assistant Principal for follow up. A copy of subject rolls must be copied or printed from day map, signed and put with class roll at the end of the term/semester when attendance checks and unexplained absences are followed up with front office staff.	At the beginning of each lesson. Weeks 5 & 10 of each term.
Explained Student Absences	Explanation of absences from parents/caregivers must be recorded onto Roll Books / Day Map with correct attendance codes attached. Explanations retained by class/home group teacher in the back of the roll book if a note or documented on Students Explained Absence Record form to be kept in the rear of the roll book or electronically in staff personal file – these need to be printed, signed and put with roll book data where changes are made and signed off at the end of each term for storing.	Updated daily as notes, emails, phone contact or face to face conversations happen with parents / carers
Unexplained Student Absences	Unexplained code entered on Roll Book / Day Map. Home Group / Class Teachers need follow this up to get an explanation as to why the student has been absent using the following options: <ul style="list-style-type: none"> • Phone calls, emails, notes via diary, face to face parent conversation All follow up and attempts to follow up unexplained absences must be documented and kept on Student Unexplained Absence Record form to be kept in the rear of the roll book or electronically in staff personal file. A Reminder for unexplained absence note can be sent	Updated on a daily basis

	<p>home as an attempt to follow up with parent.</p> <p>If after 3 attempts to contact parents for explanation for unexplained student absences you are unsuccessful, then the School Attendance Letter (R-6 & 7-12) needs to be filled in with details and sent home. If there is no parent response to this letter then please see the counsellor and Principal and a No parent Response letter will be sent from the school.</p>	<p>After 3 attempts with no response send letter home via email or post.</p>
Frequent absences	<p>Any student who is away for more than 3 consecutive days or when patterns begin emerging (every Friday off on a shift change) - refer to your Assistant Principal for follow up. Please let Assistant Principal in your cohort know so the frequent absence letter can be sent home.</p> <p>3=worrying , 5=concern, 7+= chronic</p>	<p>As soon as patterns begin emerging</p>
Unsatisfactory reasons for absences	<p>If the teacher has contrary information or if absences are frequent for family or social reasons, the class teacher should refer on to the Student Counsellor for further follow up.</p>	<p>When patterns begin to emerge with parent explanation</p>
Exemptions	<p>If students are going to be on extended leave from school, more than 3 consecutive days, an exemption form needs to be completed and signed off by the principal prior to the leave – copy of this to be left in Exemption pocket in roll book. Exemption codes to be entered into Roll Book and Day Map accordingly to dates given. These need to be logged onto Students Explained Absence Record. Work to be provided (where applicable).</p>	<p>Exemptions to be completed & signed off prior to student's absence. R-6 Student packs to be sent home with student</p>
Lateness	<p>This is defined as a student arriving after the class/home group roll has been called by 8:40am. Students need to sign in through the front office logging in code for reason. Regular lateness to school must be followed up by class/home group teacher with a Lateness letter This is to be logged onto Students Explained Absence Record as being sent home with date.</p>	<p>Class teacher informing parents via lateness letter/email</p>
Message U parent text message system	<p>An automatic telephone messaging system will be sent out each day to notify parents of an unexplained absence. It is important that your Roll Books / Day Map is logged in correctly so these are not sent to parents if reasons have already been given to the school. Encourage parents /students to reply via SMS with reasons for absences-codes then are updated & changed on EDSAS by SSO's.</p>	<p>Message U sent at 10am daily from EDSAS roll data</p>
ATSI Unexplained Absences	<p>All unexplained absence's for ATSI students is to be referred to ACEO to follow up with parent. Documentation of this will be provided to you from ACEO to add to your Students Unexplained Absence Record sheet. Once explanation is given please change codes on your Roll Book / Day Map</p>	<p>Let ACEO know as soon as there is an unexplained absence so follow up can be made to families.</p>
End of term/semester Reports	<p>Semester/Term Attendance Report letter with information regarding students attendance to be included in all students reports R-12</p>	<p>End of term/semester/year.</p>
Previous Year Attendance Data	<p>Data collected on students attendance will be used to highlight past patterns and attendance concerns. Every Moment Counts letter will be sent home to families whose children have been highlighted as having an attendance below 90%.</p>	<p>Student Counsellor & Principal at the beginning of term 1</p>
Special Attendance Circumstances eg Health reasons	<p>If a student has critical absences e.g. refusing to come to school or due to a medical condition is unable to attend then in conjunction with special agencies, school attendance will negotiated to support student's educational needs via the development of approved Individual Attendance Plan. This will include codes for daily roll books. Home group / class teacher to have a</p>	<p>Counsellor in conjunction with home group teacher, family and support agencies. Teachers to record correct codes in</p>

	confidential copy of the plan.	daily rolls.
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All letters and documents to support this policy can be found electronically on the curriculum server under- **Staffshare, Attendance**. All letters are saved using the names in the policy above and are colour coded accordingly.

All letters sent home in relation to attendance are legal documents and need to be stored in the student's individual personal file.

- Please when a letter is sent via **post** make **2** copies – one to go home and give one to Julie Golding in the front office to file into personal files.
- If you choose to **email** the letters that is fine also but please cc: Julie Golding in on this and she will print for students personal file.
- All **Student Unexplained Absence Record** and **Student Absence Record** sheets to be signed, dated and handed in at the end of each term with the class roll, when changes have been made. These must be given to the front office for record keeping- remember these are legal documents and it is everyone's responsibility to follow this procedure.

Attendance at Roxby Downs Area School is everyone's responsibility.

Together we can work with parents/caregivers to decrease the number of absences both explained and unexplained. Children achieve better when they attend school all day, every day.