|  |  |  |
| --- | --- | --- |
| **Dallas Brooks**  **Community P.S**  **5546** | **ATTENDANCE**  **POLICY**  **STAFF** |  |

# POLICY STATEMENT

Attendance at school is compulsory for students from Foundation to Year 6. It is important that students attend school regularly. Parents are required to notify the school with an explanation on the first day of absence. It is important that teachers follow up attendance with parents, including prolonged/frequent absences and failure to provide an explanation.

# GUIDELINES

The Attendance policy is to fall within Government guidelines.

The school is responsible for providing support for the whole school community in regards to the attendance of all children.

Staff will be kept abreast of current trends in attendance policies and procedures.

**3. PROGRAM**

# ROLL MARKING PROCESS

Attendance rolls:

* are an official (legal) document/record
* discharge the school's duty of care for all students
* are checked thoroughly by external enrolment auditors and DET.
* are to be marked accurately twice daily on Compass. (Appendix One) CASES CODES

When a classroom teacher is absent:

* on the first day class is to be split (as per A-Z Staff Policy) nominated leader to mark the roll
* where a Casual Relief Teacher (CRT) is employed a paper copy of the roll is given each day.
* This will be entered onto Compass by Administration staff prior to 11am.

Marking the roll must be done promptly at:

1. 9.00 a.m. and
2. 2:00 p.m.

Absence codes are to be entered into Compass for each absence by the classroom teacher. Absence codes appear in a dropdown menu

# LATE ARRIVALS / EARLY DEPARTURE

* Students who arrive after the roll is marked at 9a.m. will be marked as late arrival.
* Students who leave school after 1p.m. attendance roll it will be recorded as early departure.

# ABSENCES AND CONTACTING PARENTS

* On the first day the classroom teacher communicates with parent/caregiver via Compass.
* If no response, on the second day a telephone call must be made to the parent/caregiver (recorded on Compass)
* If no contact by the third day inform the wellbeing team (recorded on Compass)
* Classroom Teacher to continue to contact and follow up.
* The Wellbeing team will advise classroom teachers in circumstances where it is not appropriate to contact parents in the case of an absence.

\*Please ask for assistance from our Turkish and Arabic Multicultural Aides where you will require an interpreter.

# ABSENCES – NOTES

* Please remember that it is a requirement to record all reasons of absence
* If a parent informs a teacher verbally it must be recorded in Compass
* All Compass notifications are archived, and all written notes are kept in the blue folder and collected termly and archived. (Appendix Two) ABSENCE NOTE

# MONITORING ATTENDANCE

Absence Summary Report provided to all classroom teachers each Monday. This data is to be tabled, discussed and actioned at weekly PLT meetings. Teachers expected to monitor students who frequently arrive late and follow up with parents.

# STAGED RESPONSE TO ABSENCE

1. Unexplained absence and worrying absence patterns identified by classroom teacher where students may exceed 20 days per calendar year
2. Classroom Teachers to discuss absences with the Wellbeing Team
3. Further contact made with parent including a home visit where appropriate
4. If deemed appropriate a formal Letter sent to parent by the classroom teacher inviting them to an Attendance Meeting
5. If deemed appropriate an Attendance Meeting facilitated by classroom teacher and a member of the Welfare Team
6. Individual improvement plan developed in the meeting
7. Situation monitored and reviewed by the teacher and Wellbeing Team
8. Where parent engagement or improvement in attendance has not been established a referral to DET Regional Office will be completed by the Wellbeing Team in consultation with the Principal.

# GUIDELINES FOR ATTENDANCE MEETINGS

Attendance Meetings are an effective way to engage and support individual students and their family.

* Organised with students with above average absence rates or unresolved patterns
* Should have current data
* Should ideally involve students, parents, the classroom teacher and/or a member of the school administration
* Purpose is to review strategies initiated to support the student’s attendance and to examine why nonattendance has not been resolved
* Should establish a shared understanding of accountability and strategies for improving the attendance of the student
* Should be supportive rather than disciplinary and should focus on solutions
* Important that there is transparent and immediate action on any problems identified by the parents and student
* Involve the student and/or parent in developing attendance goals within the Individual Learning Plan

(Appendix Three) – ATTENDANCE MEETING

(Appendix Four) – ATTENDANCE MEETING INVITATION

# LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

Appendix One – CASES CODES

https://eduvic.sharepoint.com/sites/dallasps/\_layouts/15/guestaccess.aspx?guestaccesstoken=%2bLqfFhI%2b ZmwHTmwvv%2bjOrsPMyiQ38ikBQcHJiPH5YNg%3d&docid=2\_150451859407c4bd38afe4347ea3744e0&rev

=1

Appendix Two – ABSENCE NOTE

https://eduvic.sharepoint.com/sites/dallasps/\_layouts/15/guestaccess.aspx?guestaccesstoken=IFPtSyU1zxaW

HoIuTpdM5MQXkSYTZNVH8ncQCPvSUIQ%3d&docid=2\_1ffebe3717a224c2a99eb2c3acee6f8a9&rev=1 Appendix Three – ATTENDANCE MEETING

https://eduvic.sharepoint.com/sites/dallasps/\_layouts/15/guestaccess.aspx?guestaccesstoken=0g%2bd%2f7K 9urDfvRyyQOK3cdn1yNDUWtFC%2faENk40w4MM%3d&docid=2\_19e3a3397af224b218698b0ef0cf42443&re v=1

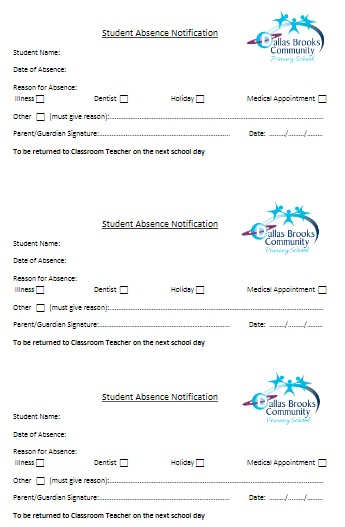
Appendix Four – ATTENDANCE MEETING INVITATION

https://eduvic.sharepoint.com/sites/dallasps/\_layouts/15/guestaccess.aspx?guestaccesstoken=%2bLqfFhI%2b ZmwHTmwvv%2bjOrsPMyiQ38ikBQcHJiPH5YNg%3d&docid=2\_150451859407c4bd38afe4347ea3744e0&rev =1

**APPENDIX ONE - CASES CODES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | | **Description** | | **Counted^^** | | **Further details of types of absence included** | | **Reasonable Excuse ##** |
| **LATE ARRIVAL/EARLY DEPARTURE** | | | | | | | | |
| **111** | | Late arrival at School | | No | | Arrived late with parent approval**\*\*** | | N/A |
| **112** | | Early departure from School | | No | | Departed early with parent approval**\*\*** | | N/A |
| **113** | | Late arrival unexplained | | No | | Arrived late without parent approval. | | N/A |
| **114** | | Early departure unexplained | | No | | Departed early without parent approval**\*\*** | | N/A |
| **HEALTH & WELLBEING RELATED** | | | | | | | | |
| **200** | | Medical/Illness | | Yes | | Parent approved and gave this health-related reason. Includes: sent home unwell, sports injuries\*\*. NOTE: Includes Accident, Hospitalised, Quarantine and Dentist (includes orthodontist). | | Principal approval required |
| **203** | | Counselling | | Yes | | Parent approved\*\* and gave this health-related reason.  Student receiving counselling externally. | | Principal approval required |
| **204** | | Sick Bay | | No | | Student in sick bay. | | N/A |
| **205** | | Medical Appointment | | Yes | | Parent approved**\*\*** and gave this health-related reason.  Includes: speech pathologist, optometrist. | | Principal approval required |
| **208** | | Refusal | | Yes | | Parent approved\*\* and gave this reason.  Use when parent is working with the school to address the issue underlying the school refusal. | | Principal approval required |
| **210** | | Welfare/Other | | Yes | | Includes: welfare activities, police custody, DHS intervention, foster care, court attendance. | | Yes |
| **211** | | Bereavement | | Yes | | Includes: funeral, death in family, absence due to a death.  Guidelines specify that principals should usually approve these absences. | | Principal approval required |
| **212** | | Sorry Business-Related Absence | | Yes | | Used for absences relating to a death in the Koorie community. | | Yes |
| **UNAUTHORISED ABSENCE** | | | | | | | | |
| **300** | | Truancy | | Yes | | Parent knows about absence but doesn’t approve or parent doesn’t know about absence. | | Yes |
| **DISCIPLINE** | | | | | | | | |
| **400** | | Suspension - in-school/internal | | No | | Suspension which is internal only (usually student is sent out of class but is still at school). | | N/A |
| **401** | | Suspension - External | | Yes | | Suspended and not permitted to attend school.  Includes: Expulsion is in progress. | | Yes |
| **UNAUTHORISED ABSENCE** | | | | | | | | |
| **500** | Unexplained | | Yes | | No parent approval\*\* and no reason from parent or student. May be used on first day of absence and changed once explanation is provided.  Unexplained is the default absence code when marking attendance in CASES21. | | No | |
| **EDUCATIONAL** | | | | | | | | |
| **600** | Educational Activity | | No | | Students attending an educational activity organised by the school or identified in the student’s Individual Learning Plan (ILP).  Includes: Language centre, social adjustment centre, Year 12 students attending classes at university, music class, Koorie students attending cultural education activities as part of their ILP, Brain Gym, attending a poetry competition, external examinations, driver education organised by the school, group activity which is curriculum related, other educational activity including orientation day (e.g. Yr. 6 students attending sec school), exchange program/student, transition days, school production including school play, school choir. | | N/A | |
| **602** | Community Service | | No | | Includes: Year 9 class doing an elective called Community Service. | | N/A | |
| **603** | Duty Student | | No | | Student provides assistance in school somewhere, such as in office.  Includes: ground monitors. | | N/A | |
| **604** | Excursion | | No | | Excursion which is curriculum related. | | N/A | |
| **606** | Camp | | No | | Camp which is curriculum or school related. | | N/A | |
| **611** | Sports | | No | | Includes: sporting activity out of school, sports day, training for sports day. | | N/A | |
| **613** | Re-engagement Program | | No | | Attending a re-engagement program/alternative setting (for students at risk of disengaging from school) external to the school site. | | N/A | |
| **614** | Youth Justice | | No | | Attending a Youth Justice Centre. | | N/A | |
| **NEW 2020 COVID-19 - REMOTE AND ONSITE LEARNING CODES** | | | | | | | | |
| **100** | Students learning from home | | No | | For year levels that have not yet returned to on-site learning | | N/A | |
| **623** | On-Site Program | | No | | Students attending on school site for supervision. | | N/A | |
| **100** | Present | | No | | Students attending on-site learning. | | N/A | |
| **624** | Remote Learning - Exceptional | | No | | This should be used where;   * A student is learning from home due to a Medical Advice. * A school has closed due to Medical Advice for face to face learning but is delivering remote learning. | | Principal approval required | |
| **625** | Remote Learning | | No | | Student is attending remote learning.   * To be used to record attendance for all Prep to Year 10 students who are undertaking remote learning. | |  | |
| **EXITED/TRANSFERRED** | | | | | | | | |
| **701** | Exit | | No | | Student is exiting, but until paperwork is processed, any absences should be recorded under Exit. | | Yes | |
| **702** | Transferred | | No | | Student is transferring into school, but until paperwork is processed, any absence is recorded under this code. | | Yes | |
| **EDUCATIONAL** | | | | | | | | |
| **802** | Exempt | | No | | Includes: End of year and some students (e.g. Yr. 11 & 12) permitted to leave school early, Prep attendance not required, Prep transition start, student is part-time and therefore not required to be there some of the time (e.g. home schooling student with partial enrolment at school, part-time at a special school and part-time at a regular school, member of school community dies and students told can stay home or attend funeral as they wish, transition to adult setting, approved exemption for short-term employment in the entertainment industry under Min Order 411. | | N/A | |
| **PARENTAL CHOICE** | | | | | | | | |
| **805** | Religious / Cultural Observance | | Yes | | Parent approved\*\* and gave this reason;  Includes: student is kept away from school for a religious or cultural observance reason. | | Yes – but Principal approval required | |
| **806** | Parent Choice Unauthorised (Unexcused) | | Yes | | Includes where;   * the student was absent due to participating in leisure or social activities (such as a shopping trip or visiting friends or relatives). * approval had not been sought in advance or in accordance with school policy. * the conditions of approval have not been met (e.g. Student Absence Learning Plan for a family holiday not completed). | | No | |
| **807** | Parent Choice School Approved | | Yes | | **Parent approved\*\*** gave a reason that is not health related, or religious/cultural observance, or family holiday and sought approval from the principal.  **Includes**: special circumstances, unavoidable cause, unforeseen circumstances, and family member ill. | | Yes – but Principal approval required | |
| **SCHOOL DECISION** | | | | | | | | |
| **900** | School Choice | | Yes | | Asked to stay home for reasons other than suspension or illness and student is responsible as opposed to school (for example, out of uniform, sent home for disciplinary reasons but not suspended, problem with teacher and parent(s) carer(s) cannot visit school for a couple of days). | | N/A | |
| **901** | Industrial Action | | No | | Taken by school staff effecting students being able to attend school. | | N/A | |
| **902** | Facility Damage | | No | | Includes: Power was going off for a day and students told to stay home. Damage from Storms etc. | | N/A | |
| **903** | Weather | | No | | Extreme Weather Conditions | | N/A | |
| **904** | Staff Meeting | | No | | Includes: Curriculum Day, Planning Day, Student Free Day, Report Writing Day, Parent/Teacher Interviews, Prep Interviewing/Testing Day. | | N/A | |
| **919** | Natural Disaster | | No | | Natural Disaster | | N/A | |
| **929** | Pandemic | | No | | Pandemic | | N/A | |

**APPENDIX TWO – ABSENCE NOTE**



**APPENDIX THREE – ATTENDANCE MEETING**

Possible areas for discussion at an Attendance Meeting

Each meeting needs to focus on the individual student and the family/caregivers. There needs to be a balance between providing support whilst ensuring relevant guidelines are discussed.

|  |  |
| --- | --- |
| **POLICY STATEMENTS** | **SUPPORT STATEMENTS** |
| We are here today to revise your child’s Individual improvement Learning Plan with a focus on how attendance impacts your child’s success at school. | We recognise that family life is demanding and busy. |
| At our school we have high expectations for all students | Everyone in this meeting wants the best for your child. |
| Our school has an attendance policy that states all children must be at school on time every day. | The school has a wellbeing team who can support you and your child to ensure they attend school on time every day. |
| The attendance data for your child is of concern and this is impacting on their learning and social development. | The school employs Turkish and Arabic speaking staff who can support you and your child to ensure they attend school on time every day. |
| We as a school are required to report the  Department of Education in relation to attendance concerns | The school works in partnership with external agencies who can support you and your child to ensure they attend school on time every day. |
| We are here in this meeting to discuss challenges and to find possible solutions. | The more information we share allows us to work in partnership. |
| We will continue to review this Learning Plan and further meetings when required will occur. | The classroom teacher will remain in contact with you to support your child.  It is essential that the school and family work together in partnership to ensure we achieve the best outcomes for your child. |

# APPENDIX FOUR – ATTENDANCE MEETING INVITATION



# EVALUATION

This policy was ratified on Wednesday 19th May 2021.

This policy will be reviewed in 2022.