

 Attendance Policy

and Procedures

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Version 1

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| **Ratified by:** | **Date** |
| Student Services Team |  |
| School Leadership |  |
| School Board |  |
| Review Date | TBA |

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**Policy**

Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. Denmark Senior High School strives to develop a supportive learning environment and an engaging and relevant curriculum in order to create conditions conducive to regular school attendance.

At Denmark Senior High School, we ensure the accurate recording and rigorous monitoring of the attendance of all students and implement appropriate strategies to restore attendance if there are issues.

**Background**

Denmark Senior High School:

• believes all children should be enrolled at school and attend school all day, every school

 day

• believes attendance at school is the responsibility of everyone in the community.

• believes truanting can place a student in unsafe situations and impact on their future

 employability and life choices

• monitors, communicates and implements strategies to improve regular school attendance

**School responsibilities:**

• Provision of a safe and supportive learning environment

• Clear communication of expected dates of attendance

• Notify parent/carer of student absence

• Develop support structures to enable students to re-engage with their schooling

**Student responsibilities:**

• Punctual, regular school attendance

• Commitment to learning

**Parent responsibilities:**

• Ensure the child attends school and that it is seen as a priority

• Notify school promptly of student absence

• Ensure a safe and reliable mode of transport to and from school

Denmark Senior High School recognises that students need to attend school regularly to gain the maximum benefit from schooling. We also acknowledge that early identification and intervention with respect to attendance issues maximises remediation. When a student is enrolled at Denmark Senior High School, the School Education Act 1999 (the Act) requires that the student attends on site or in an educational program as directed and approved by the Principal.

Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. Denmark Senior High School develops a supportive learning environment and an engaging and relevant curriculum which creates conditions conducive to regular school attendance.

**School Attendance Personnel and Targets**

The Denmark Senior High School Principal holds ultimate responsibility for the school’s attendance strategy. However, operationally, the following people and roles exist in the school:

* Deputy Principal – Support - School Officer
* Coordinator Student Services – Support - Attendance Officer
* AIEO staff

**Denmark Senior High School** **has identified the following areas and targets for 2019**

* Robust liaison with and support from the ALEO funded Network Attendance Coordinator (NAC).
* Identify all previous year students in the Indicated category and target incremental attendance improvements to elevate them into the regular attendance category.
* Adhere to Department of Education policy and agreed process regarding documented plans, recording of attendance and record keeping with particular attention to Moderate and Severe at Risk.
* An expanded role of the AIEO and engagement with the parents of Aboriginal students.
* Positively promote the importance of attending school and celebrate attendance achievements.
* Case management of students with issues impacting on attendance (eg home, mental health and well being).
* Communication to parents about the impact of student absences in relation to the school’s assessment policy on student progress and achievement.

# ATTENDANCE RECORDS

**Procedures**

At Denmark Senior High School, accurate attendance records are kept for every student enrolled at the school. All students enrolled have their attendance recorded, irrespective of where the educational program is delivered. This includes students who may be attending either part-time or full-time programs offsite as part of an educational program.

Leave passes allow students to be readily recognised by the community, police and other agencies when legitimately off school site during school hours. The leave pass is issued in instances such as medical appointments or special activities requiring a student to leave the school during the school day.

Attendances and absences are recorded using the following procedure:

* 7-12 staff directly enter data into the online Integris system within the first 15 minutes of a period.

## RETENTION OF RECORDS

Denmark Senior High School keeps records of all contact, or attempts to make contact, with the students’ families. Documentation is kept of all intervention strategies implemented and attempted to restore regular student attendance; and records are retained in accordance with the School Education Regulations 2000 (Regulations) and the Retention and Disposal Schedule for Department of Education School, College and Campus Records.

**Procedures**

## RECORDING LATE ARRIVALS

Late arrivals at Denmark Senior High School are managed in the following way:

* students report to front office to receive a generated late slip

## MONITORING ATTENDANCE

If a student is absent from school for a legitimate reason and appropriate notification/explanation is forthcoming, the school authorises this absence on its records system. Denmark Senior High School records the manner of explanation which can include written notes, a telephone call, SMS messages, and so on. If the reason for the absence is accepted as legitimate then it becomes an Authorised absence.

If the frequency and or number of absences gives the school cause for concern, further action, such as a meeting, may be undertaken to address the frequent or ongoing absences with a view to remediation. Use of the Individual Attendance Plan template to record collective data is used.

When a student has been absent from school and an acceptable explanation has not been forthcoming, DSHS requests an explanation for the absence by:

* system generated letters
* Notification of Absence notes sent home by Student Services Coordinator.
* Individual contact/follow up to families by Year Coordinators and Form teachers.

It is important to keep a positive relationship with families and to support parents. Where a student’s attendance is of concern, the Student Services Coordinator will organise a parent/teacher meeting at the earliest opportunity to identify the issues related to the non-attendance and plan for improvement.

## ENGAGEMENT STRATEGIES/REWARDS

At Denmark Senior High School, a range of strategies is used to ensure that students are engaged and motivated to attend school. These range from intrinsic encouragement through to extrinsic rewards.

Our strategies include

* Creating pleasant and welcoming school and classroom environments
* Implementing engaging learning programmes
* Developing positive relationships with students and families
* Promoting positive peer relationships
* Celebrating successes

Our rewards include

* Recognition at assembly – Attendance Awards
* Form class and house competitions – e.g. Pizza with the Principal
* Celebration of positive attendance patterns during reporting cycles
* Personal feedback to student

**Procedures**

## PERSISTENT NON-ATTENDANCE

At Denmark Senior High School, students who are at risk/of concern regarding attendance issues are subject to a range of strategies and measures aimed at restoring acceptable attendance levels. The range of interventions is listed in the section “Pre-Attendance Advisory Panel Checklist”. Samples of the letters, case management recording system and recognition certificates are included as an appendix to this document.

Denmark Senior High School follows the “Attendance Intervention Flowchart” in dealing with students with any absences. The flowchart is included as an appendix to the document.

## COMMUNITY SUPPORT AGENCIES

Denmark Senior High School uses the following community/support agencies to assist students and parents/caregivers to address attendance concerns:

* WANSLEA
* Community Health Nurse
* Attendance and Participation Team
* Department of Communities
* CAMHS
* Palmerston
* Youth Focus

## FORMAL MEETINGS

If a student has been identified as being an irregular or chronic non-attendee and repeated efforts to work with parents to restore attendance have not been successful, the Coordinator – Student Services and the Deputy Principal will arrange a meeting with parents to revise any attendance improvement plan developed.

At the formal meeting, the Coordinator – Student Services and the Deputy Principal will ensure any factors preventing attendance or participation are explored; request the parent engages with alternative strategies to improve attendance, and document a formal attendance improvement plan.

In the event that acceptable attendance is not restored, the Coordinator/Deputy may recommend and offer a Responsible Parenting Agreement.

## RECOMMENDING AN ATTENDANCE ADVISORY PANEL OR PROSECUTION OF THE PARENT

Where our school’s many strategies have not been successful in securing an improvement in school attendance (or engagement in another educational program); an Attendance Advisory Panel will be offered. The Panel is a group of independent people [convened under S39 of the School Education Act] which considers all efforts and measures made by the school to improve attendance, and also assesses the responses made by the parent/caregiver and child. The Panel is convened with the intention of advising on attendance improvement and recommending attendance improvement. The Panel has the authority to inquire into the reasons for a child’s failure to attend school and also to advise or assist the family to try and restore satisfactory attendance.

Where failure to follow advice or engage with assistance provided by a panel persists, the Panel may issue a certificate to commence procedures pursuant to Section 42 of the School Education Act 1999.

Please refer to the Attendance Flowchart for information on when the Panel is enacted.

# Attendance Intervention Flowchart

Student absent from school without reasonable explanation

(parent required to explain absence within 3 days*)*

Yes

Document

and monitor.

Organise parent/teacher attendance meeting at earliest opportunity to identify issues related to non-attendance.

Develop and implement attendance improvement plan.

Attendance restored?

The principal or nominee notifies parent/responsible person and requests explanation

**Consult with network or regional officer**

* Inform the parent (Appendix D)
* Work collaboratively with parents, other agencies and network or regional officer/s to revise attendance improvement plan

**Consider referral to Regional Executive Director, recommending:**

* Prosecution of the parent; or
* Recommendation for a Responsible Parenting Order application

Complete Appendix F

Reasonable explanation received

Attendance restored?

Restore attendance or remove from current roll when transfer advised

No

Yes

No

Located

Further investigation by the school

Not located

Seek assistance from network or regional officer (guideline only)

Refer to Student Tracking for placement on CWU List (usually after 15 days).

Remove from current roll when advised by Student Tracking Coordinator

Yes

Document

and monitor.

Family located?

No

Attendance restored from interventions?

No

No

**Convene a Formal Meeting with the Parent**

Inform parent (Appendix E)

At the meeting:

* Explore factors preventing attendance or participation;
* Ask parent to engage with alternative strategies to improve attendance;
* Document plan; and
* Refer to *Guidelines for the use of education-related Responsible Parenting Agreements.*

Yes

Document

and monitor.

Attendance restored?

Document

and monitor.

Yes

For further info on attendance improvement plans, refer to *Improving Attendance: a Resource Package for Schools* or *Guidelines for Implementing Documented Plans in Public Schools.*

No

Refer to *Guidelines for the use of education-related Responsible Parenting Orders, Guidelines for the use of prosecution, Guidelines for the use of attendance panels* and *Guidelines for Implementing Documented Plans in Public Schools.*

**APPENDICES**

## SAMPLE LETTERS OF CONCERN

|  |
| --- |
| Hyperlinks |
| Letter One | [S:\AdminShared\All Staff\ATTENDANCE\2019 Attendance letters templates\Sample Letters of Concern\Attendance letter 1.docx](file:///S%3A%5CAdminShared%5CAll%20Staff%5CATTENDANCE%5C2019%20Attendance%20letters%20templates%5CSample%20Letters%20of%20Concern%5CAttendance%20%20letter%201.docx) |
| Letter Two | [S:\AdminShared\All Staff\ATTENDANCE\2019 Attendance letters templates\Sample Letters of Concern\Attendance Letter 2.docx](file:///S%3A%5CAdminShared%5CAll%20Staff%5CATTENDANCE%5C2019%20Attendance%20letters%20templates%5CSample%20Letters%20of%20Concern%5CAttendance%20Letter%202.docx) |
| Letter Three | [S:\AdminShared\All Staff\ATTENDANCE\2019 Attendance letters templates\Sample Letters of Concern\Attendance Letter 3 - formal meeting.docx](file:///S%3A%5CAdminShared%5CAll%20Staff%5CATTENDANCE%5C2019%20Attendance%20letters%20templates%5CSample%20Letters%20of%20Concern%5CAttendance%20Letter%203%20-%20formal%20meeting.docx) |



Letter 3

Letter 2

Letter 1

## PRE-ATTENDANCE ADVISORY PANEL CHECKLIST

|  |  |
| --- | --- |
| **Student details:**Name, date of birth and year level | **Parent(s) details:** |
| **School level case manager:** |

**Strategies applied to date:** (Not all strategies will be appropriate***. List date(s) action taken***)

|  |  |  |
| --- | --- | --- |
| **Strategies** | **Used** | **Comments / Not Applicable** |
| School policies and procedures documented |  |  |
| Telephone calls to parents/caregiver |  |  |
| Teacher mentoring |  |  |
| Student peer mentoring / shadowing |  |  |
| Parent/caregiver/student interview |  |  |
| Attendance reward system applied |  |  |
| Modified timetable or learning program |  |  |
| Documented attendance improvement plan |  |  |
| School Psychologist/Chaplain involvement |  |  |
| School case conference |  |  |
| Interagency case conference |  |  |
| Letters sent to parent/caregiver |  |  |
| Home visit by Badged Attendance Officer |  |  |
| Police / CPFS involvement |  |  |
| Consultation with regional Attendance Coordinator or Engagement & transitions Manager |  |  |
| Alternative education arrangements considered |  |  |
| Convening of formal meeting |  |  |
| Offering of Responsible Parenting Agreement |  |  |
|  |  |  |

Other strategies implemented:

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**SCHOOL AND SUPPORT CHECKLIST**

Hyperlink - [S:\AdminShared\All Staff\ATTENDANCE\2019 Attendance letters templates\School Attendance checklist.docx](file:///S%3A%5CAdminShared%5CAll%20Staff%5CATTENDANCE%5C2019%20Attendance%20letters%20templates%5CSchool%20Attendance%20checklist.docx)

**STUDENT ATTENDANCE INTERVENTION **

Hyperlink - [**S:\AdminShared\All Staff\ATTENDANCE\2019 Attendance letters templates\Student Attendance Intervention - indivual.docx**](file:///S%3A%5CAdminShared%5CAll%20Staff%5CATTENDANCE%5C2019%20Attendance%20letters%20templates%5CStudent%20Attendance%20Intervention%20-%20indivual.docx)

**REQUEST FOR ASSISTANCE (RFA) TO THE PARTICIPATION**

**SHORT TERM ALTERNATIVE EDUCATION ARRANGEMENTS TEAM**

Hyperlink - [S:\AdminShared\All Staff\ATTENDANCE\2019 Attendance letters templates\Request for Assistance - Participation Team.docx](file:///S%3A%5CAdminShared%5CAll%20Staff%5CATTENDANCE%5C2019%20Attendance%20letters%20templates%5CRequest%20for%20Assistance%20-%20Participation%20Team.docx)

Hyperlink - [S:\AdminShared\All Staff\ATTENDANCE\2019 Attendance letters templates\Short Term Alternative Eduation Arrangements.docx](file:///S%3A%5CAdminShared%5CAll%20Staff%5CATTENDANCE%5C2019%20Attendance%20letters%20templates%5CShort%20Term%20Alternative%20Eduation%20Arrangements.docx)

**SWU GUIDELINES & PROCEDURES**

Hyperlink Full Document - [S:\AdminShared\All Staff\ATTENDANCE\2019 Attendance letters templates\SWU Guidelines and Procedures February 2013 (2).DOC](file:///S%3A%5CAdminShared%5CAll%20Staff%5CATTENDANCE%5C2019%20Attendance%20letters%20templates%5CSWU%20Guidelines%20and%20Procedures%20February%202013%20%282%29.DOC)

**SWU REQUEST FORM **

Hyperlink - [S:\AdminShared\All Staff\ATTENDANCE\2019 Attendance letters templates\SWU\_Request\_Form.DOC.doc](file:///S%3A%5CAdminShared%5CAll%20Staff%5CATTENDANCE%5C2019%20Attendance%20letters%20templates%5CSWU_Request_Form.DOC.doc)