
ATTENDANCE POLICY

RATIONALE

At Denmark SHS we are committed to ensuring all students enrolled at our school attend each school day, for the entire day. Denmark SHS provides a comprehensive curriculum for all students and regular attendance at school has significant bearing on student success. Attendance is important for all students as it ensures they engage meaningfully in academic studies, as well as social and emotional outcomes. Below is a clear outline to highlight the responsibilities of the school, the student and the family in relation to 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 case management systems and support structures to re-engage students

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 via phone or COMPASS
- Ensure a safe and reliable mode of transport to and from school

Denmark SHS has a view to improve attendance rates across all year groups and believes strongly in providing support for students and families to achieve this. The school has implemented an attendance case management system that allows all attendance issues to be managed by a member of the Wellbeing Team. It is the aim of this team to assist and educate students and families on the importance of attendance and to ensure that attendance is seen as a priority.

COMPULSORY ATTENDANCE

The Education Act 1999 requires compulsory aged students to attend school on the days on which the school is open for instruction, or participate in an educational program as directed and approved by the Principal. The Department of Education monitors student attendance and students who fall below regular attendance (90%) will be case managed by the school.

ATTENDANCE RECORDING

The school and its staff are responsible for the accurate recording of student attendance. Attendance is monitored for all students, including students in alternative pathways, work placement or other educational programs that may be delivered off site. Records of all contact regarding attendance are stored electronically and securely by the school.

REGULAR ATTENDANCE

Denmark SHS places high expectations on student attendance and aim for all students to maintain regular 90% attendance, with no unexplained absences. It is the responsibility of the parent or care giver to notify the school of the reason of any absences. This can be done by contacting the school via phone, or by updating attendance using COMPASS. Should the answer remain unexplained, the school will intervene to support resolution of the absence. Additionally, extensive absences may result in the school conducting home visits and referring the student to the Participation Team.

LATE ARRIVAL

If a student arrives late for school, it is their responsibility to sign in through the front office. A reasonable cause needs to be provided by the parent or care giver for this partial absence and they may be contacted to provide further details. Once a student has signed in they will receive a printed and time stamped receipt from the front office, which they are to present to their teacher. Please note that unexplained late arrivals will be followed up by the school.

EXTENDED ABSENCE

If a student requires an extended absence for a reasonable cause, such as a medical procedure or cultural reason, parents or caregivers should notify the school prior to the event. The family of the student are encouraged to contact teachers and staff via COMPASS for work to be provided. Should the student have a medical condition that results in an absence longer than 10 school days, DSHS may refer the student to the Special School of Education Needs: Medical and Mental Health, to provide additional support.

PLANNED MID-TERM HOLIDAY

If a holiday is planned during term time, it is important to note that the Department of Education does not classify this as a reasonable cause and a meeting with the principal should be arranged to discuss this planned absence. It is not the responsibility of staff to provide work for students on a mid-term holiday and it will be the responsibility of the family and student to catch up on missed work and assessments. Please note that mid-term holidays can cause increased pressure on student to sit assessment tasks and catch up on missed curriculum content.

TRUANCY

DSHS has a zero tolerance for truancy. If a student is truant (leaving school grounds without permission), this will be recorded as a negative behaviour and may result in the loss of good standing. Denmark SHS will notify parents and caregivers of the truancy. If a student is truant for an assessment task, they may receive a 0 for the task.

Should you have any queries regarding the Denmark SHS attendance policy, please contact the school for further information.

Endorsed by School Board

Date: 15/09/2021

REVIEW OF THE POLICY

This policy will be reviewed periodically.



***Respect, Resilience,
Aspiration***