

Attendance Policy

Developed: 2013

Reviewed: 2014

Next review: Following next DfE review

Rationale

Regular and punctual attendance at school is necessary for students to learn effectively and to achieve success in their learning. The school has a range of procedures to monitor attendance and work in partnership with parents/caregivers and day schools. Therefore communication between home and school when a student is absent is vital due to the unique context of our school, where one lesson missed is a week's work missed.

Expectations and responsibilities

Students will:

- 1 Attend lessons regularly and punctually
 - arrive on time to class
 - advise the teacher in advance of known absence from class
 - explain absence to the teacher on arrival/return to class, if contact has not been made before the lesson.
- 2 Not leave class without permission
 - if students have commitments which they know will necessitate regular or periodic lateness or early departure they must complete a Late Arrival/Early Departure Consent form
 - in the case of Adelaide High School (AHS) and School of Languages, students report to the Supervisor upon late arrival and complete the late sign in form
 - to leave class early students should have a note* from their parents. It should be shown to the teacher and in the case of Adelaide High School and School of Languages to the Supervisor (or Security Guard at AHS) before signing out.
- 3 Not leave the school grounds during class time or during the break.

Parents/caregivers will:

- 1 Contact the school if students are absent due to illness or other unavoidable circumstances, and include the student's name, reason for their absence and when they are expected to return to class. School contact details, including our phone number and email, are on the flyer for Reporting Student Absences. (see over)
- 2 If a Messageyou SMS is received parents/caregivers should respond with a note* to the school with a reason for the student's absence, if contact has not been made before the lesson.
- 3 If it is known that a student will be absent for more than three lessons (e.g. family holiday, overseas trip) parents/caregivers need to seek permission in writing for an Extended Student Absence, prior to the absence.

** A note can include any form of communication. e.g. an email, a written note in a student's diary or on paper, a phone call or SMS message.*

Reporting Student Absences

All Teaching Centres

Parents/Caregivers, if your student will be late or absent please contact the School of Languages on:

PHONE: 8301 4800 Mon-Fri 8.30am - 3.30pm
(Front Office - if reporting an absence same day of lesson)
Otherwise Front Office hours are 8.30-4.30pm

or

EMAIL: dl.1802.admin@schools.sa.edu.au

or

SMS: Text only absence notification 0418 149 916
Mon-Fri before 4pm

In addition, for **Adelaide High School** only
the following options are also available

PHONE: 0403 607 566 Mon-Thurs 4.30pm - 6pm
Saturday 8.30am-10.30am
To speak to the AHS supervisor
(The above mobile phone number can also be used if you need to contact your student during lesson time, in the event of an emergency.)

or

EMAIL: ahs.supervisors460@schools.sa.edu.au
(if possible, before the lesson starts)

If calling out of hours a message can be left on the answering machine.

Attendance policy

Procedures for staff

Staff will:

- Keep an accurate roll using Rollmarker

Teaching centres with Supervisors	Other Teaching Centres
<ul style="list-style-type: none"> • Teachers must maintain up to date records of student attendance and punctuality. Rollmarker must be filled out at every lesson. (in the first 15-30 minutes of the lesson) 	
<ul style="list-style-type: none"> • If students have commitments which they know will necessitate regular or periodic lateness or early departure they must be asked to complete a Late Arrival/Early Departure Consent form. These will be filed centrally by the Supervisor. 	<ul style="list-style-type: none"> • If students have commitments which they know will necessitate regular or periodic lateness or early departure they must be asked to complete a Late Arrival/Early Departure Consent form. These are to be kept in the teachers' class folders.
<ul style="list-style-type: none"> • Students who arrive late without permission must complete a late arrival slip before going to class, which is to be filed in the class folder. • If a student arrives late the teacher must update Rollmarker, including minutes and reason. 	<ul style="list-style-type: none"> • If a student arrives late the teacher must update Rollmarker, including minutes and reason.
<ul style="list-style-type: none"> • Students who need to leave early on a particular occasion, are requested to bring a note from home or from their day school. If they do not have a note, parents/caregivers must be contacted before the student leaves the class. At Adelaide High School and the School of Languages the Supervisor will do this. • If a student leaves early the teacher must update Rollmarker, including minutes and reason. 	<ul style="list-style-type: none"> • Students who need to leave early on a particular occasion, are requested to bring a note from home or from their day school. If they do not have a note, parents/caregivers must be contacted before the student leaves the class. • If a student leaves early the teacher must update Rollmarker, including minutes and reason.
<p>If a pattern of lateness or unexplained early departure develops, teachers must take the following steps:</p> <ol style="list-style-type: none"> 1. in a one to one situation, they need to talk to students about the importance of punctual attendance 2. they must contact parents/caregivers and let them know of their concerns. This discussion must be documented using the Student follow-up proforma 3. if the problem persists, teachers should pass the completed Student follow-up proforma on to the Line Managers for further action. 	

- **Follow up student absences**

Teaching centres with Supervisors	Other Teaching Centres
<ul style="list-style-type: none"> • A Messageyou SMS is automatically sent to parents/caregivers on the day of the missed lesson. 	
<ul style="list-style-type: none"> • Supervisors provide assistance on the day. Supervisors check phone calls and emails to find out the reasons for student absences, and change absence codes in Rollmarker accordingly. • Supervisors complete Rollmarker for relief teachers. 	<ul style="list-style-type: none"> • Relief teachers complete a paper roll and return it to the Front office ASAP for entry into Rollmarker.
<ul style="list-style-type: none"> • An automated follow up SMS is sent after 3 days if parents/caregivers have not responded to the initial SMS. • In the case of an absence, where the parent/caregiver has not responded to the SMS, teachers are encouraged to telephone parents/caregivers as soon as possible. 	
<ul style="list-style-type: none"> • If contact with parents/caregivers has not been made when students return to class, teachers need to talk to students in a one to one situation, letting them know the importance of regular attendance. 	
<ul style="list-style-type: none"> • If a student is absent for two weeks in succession and contact by the teacher was unsuccessful, or if there is a worrying pattern of frequent absence, Line Managers will be informed by the weekly U code report generated from Rollmarker by the Front Office every Friday. 	
<ul style="list-style-type: none"> • Line Managers will contact the parents/caregivers by letter (if the parent/caregiver cannot be contacted within a week). They will inform the day school of the student's absence by fax. If no response is received within a further 2 weeks from the student or the school then the student will be withdrawn from the course by the Line Manager, who will inform the teacher in writing. 	
<ul style="list-style-type: none"> • Teachers need to inform parents/caregivers that if a student knows that they will be absent for more than three lessons (e.g. family holiday, overseas trip) parents/caregivers need to seek permission in writing for Extended Student Absence, prior to the absence. This request is sent to the Front Office and kept on file with a copy of the Approval Letter. Teachers will be informed in writing. 	

Inactive students

- If teachers know that a student will be away for more than 5 weeks in a term due to other commitments, they need to inform their Line Manager, who will inform the Front Office. This student will be made inactive, and their enrolment reactivated when they return to class.

Suspected/Confirmed Withdrawal

- If teachers have reason to believe that a student has withdrawn from their course, they must inform the Line Manager via the Student follow-up proforma. The reasons for suspecting withdrawal should be made clear, if you know them, and any relevant correspondence passed on.