

Attendance Policy

Developed: 2013	Reviewed: 2014, 2018, 2022	Next review: Following DfE review
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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/carers 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 each week
 - 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
 - participate actively and positively in all teaching activities.
- 2 Not leave class or the school grounds 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 Admin Support Person upon late arrival and sign in the Student late arrival/early departure book
 - to leave class early students should have a note* from their parents. It should be shown to the teacher and at Adelaide High School and School of Languages to the Admin Support Person (or Security Guard at AHS) before signing out.
- 3 Not leave the school grounds during class time or during the break.

Parents/carers 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/carers 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/carers 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.**

Parents/Carers, if your student will be absent or late please contact the school.

For students at **ALL Teaching Centres**, you can

PHONE: 8301 4800 Monday – Friday: 8.30am - 3.30pm
Saturday: 8.30am - 12.00pm

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

or

EMAIL: Your student’s teacher directly (email at the top of the Lesson Plan) or
dl.1802.admin@schools.sa.edu.au
Before 4.00pm, if possible

or

SMS: Text only absence notification: **0418 149 916**
Monday - Friday before 4.00pm

For students at **Adelaide High School only**, you can also

PHONE: 0403 607 566 Monday – Thursday: 4.30pm - 6.00pm
To speak to the AHS Admin Support Person

or

EMAIL: ahs.supervisors460@schools.sa.edu.au
Before 4.00pm, if possible

For students at **School of Languages only**, you can also

EMAIL: Sol.Supervisors218@schools.sa.edu.au
Before 4.00pm, if possible

Extended Student Absence

If it is known that a student will be absent for more than three lessons (e.g. family holiday, overseas trip) parents/carers need to seek permission in writing from the Principal for an Extended Student Absence, prior to the absence.

Parent/Student Emergency Contact Procedure

In the event of an emergency during lesson time, please use the following procedure:

- For classes held at **Adelaide High School only**:
 - phone the Admin Support Person at Adelaide High School on 0403 607 566
- For classes held at **other Teaching Centres** only:
 - phone the School of Languages on 8301 8400 until 4:30pm, and the school will contact the appropriate Teaching Centre.
 - phone the Admin Support Person at Adelaide High School on 0403 607 566 after 4:30pm, and the Teacher in Charge will contact the appropriate Teaching Centre.

Attendance Policy

Procedures for staff

Staff will:

- Keep an accurate roll using Rollmarker

Teaching Centres with an Admin Support Person	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 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 are to be kept in the teachers' class folders. 	<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 sign in the Late arrival/Early departure book located in the foyer/front office. • 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/carers must be contacted before the student leaves the class. At Adelaide High School and the School of Languages the Admin Support Person will do this. • Students who leave early must sign in the Late arrival/Early departure book located in the foyer/front office. • 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/carers 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/carers 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 an Admin Support Person	Other Teaching Centres
<ul style="list-style-type: none"> • A Messageyou SMS is automatically sent to parents/carers on the day of the missed lesson. 	
<ul style="list-style-type: none"> • The Admin Support Person provides assistance on the day, by checking phone calls and emails to find out the reasons for student absences, and changing absence codes in Rollmarker accordingly. • The Admin Support Person completes 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.
ALL Teaching Centres	
<ul style="list-style-type: none"> • An automated follow up SMS is sent after 3 days if parents/carers have not responded to the initial SMS. • In the case of an absence, where the parents/carers have not responded to the SMS, teachers should phone/contact parents/carers as soon as possible. 	
<ul style="list-style-type: none"> • If contact with parents/carers 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, teachers will complete a Student Follow up Proforma, including all of the relevant information, and forward this to their Line Manager. 	
<ul style="list-style-type: none"> • Teachers and Line Managers will receive a weekly Communication Summary report generated from Rollmarker every Friday. 	
<ul style="list-style-type: none"> • Line Managers receive a Students at risk email from Rollmarker every Friday 	
<ul style="list-style-type: none"> • R-10 Students Line Managers will contact the parents/carers by letter/email, if they cannot be contacted by phone within a week. If no response is received within a further 2 weeks from the student, 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"> • Years 11-12 Students Line Managers will contact the parents/carers by letter/email, if they cannot be contacted by phone within a week. Line Managers will inform the day school of the student's absence in writing. 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/carers that if a student knows that they will be absent for more than three lessons (e.g. family holiday, overseas trip) parents/carers need to seek permission in writing for Extended Student Absence, prior to the absence. This request is sent to the Assistant Principal: Staff and Student Services and kept on file with a copy of the Approval Letter. Teachers will be informed in writing. This student will be made inactive, and their enrolment reactivated when they return to class. 	

Suspected/Confirmed Withdrawal**R-6 students**

- If teachers have reason to believe that a student has withdrawn from their course, they must inform the Front Office 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.

Year 7-12 students

- 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.