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Document No.	Effective Date	Version Date	Version No.	Cancels Version
PoAd003	21/06/2018	21/06/2018	002	001

1.0 Purpose

The Education Act 1972 requires that children of compulsory school age be enrolled at school. A condition of that enrolment is that a student is required to fully participate in the education program arranged and approved by the enrolling school. Such participation is to include engagement and attendance as required by the program.

The Compulsory Education Legislation, implemented at the beginning of 2009, requires all young people between the ages of 16 and 17 to participate in a full-time approved learning program.

Students need to attend school regularly in order to participate fully and gain maximum benefit from schooling. Regular attendance enables children to access a full education, enabling them to reach their full potential.

Monitoring of school attendance enables identification of students at risk and the early implementation of intervention strategies.

2.0 Version Control

Version Date	Version Number	Reference sections	Description of the change
21/06/2018	002	All	Review and Updated
01/07/2014	001	Not Applicable	Policy Developed and Introduced

3.0 Scope and Responsibilities

A child who is at least 6 years old but not yet 16 is of compulsory school age. Every child of compulsory school age, irrespective of distance from the school or whether disabled or not, is required to be enrolled at a government or non-government school, or the Open Access College, and is required to fully participate in the education program arranged and approved by the enrolling school.

The implementation of the Compulsory Education Legislation requires all young people between the ages of 16 and 17 to participate in a full-time approved learning program, which is education or training delivered through a school, university or registered training

organisation, an apprenticeship or traineeship, or a combination of these. The primary responsibility for meeting this legal requirement rests with the parent/guardian. The responsibility for enforcing school attendance is with the Department for Education (DfE). The department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

Schools must monitor education program participation and record data relating to any failure by a learner to participate as required by their education program. Schools are expected to use the EDSAS attendance module to record student absence. Schools must document all information relating to non-attendance, such as telephone calls, contact with homes and mandatory notification.

4.0 Policy Principles

4.1 Parent's responsibilities

Parents/caregivers are responsible for getting their children to and from school:

- 4.1.1 Students must arrive at school at least 10 minutes before their first commitment but no later than 11.00am.
- 4.1.2 Students must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg illness)
- 4.1.3 Parents/caregivers must communicate an appropriate explanation for the student's non-attendance to the school by 9.00am on the day of absence. A medical certificate is required after 3 days or when a SACE summative task due date is missed.
- 4.1.4 All reasons for absences of 3 days or over must in a written form (including email or other electronic forms – but not phone calls)
- 4.1.5 When a student is late for school, the parent/caregiver must communicate an appropriate explanation for lateness either by phone, SMS, or a Daymap reply.
- 4.1.6 Parents/caregivers must let the school know in writing (email or letter) if an extended absence is likely.
- 4.1.7 Parents/caregivers must seek an exemption for absences greater than a week where it is not due to illness.
- 4.1.8 Parents should monitor student attendance at lessons and class work using the Parent Portal Daymap Connect and use the information available to assist students on catching up missed work and meeting task deadlines.

4.2 Student responsibilities

- 4.2.1 Students are expected to arrive at school on time for the start of the school day.

- 4.2.2 Students who arrive late must sign in at student services where a reason must be recorded
- 4.2.3 Unexplained lateness may result in lunchtime detention or other consequences
- 4.2.4 Absences must be followed up with a communication from the parents giving a reason
- 4.2.5 Where absences have occurred students are expected to find out the work missed and catch up where possible using Daymap.
- 4.2.6 Where extended absences occur students are responsible for negotiating which work needs to be completed and how they will be supported. Both Daymap and the schools Moodle learning environment are available 24/7 via the internet.

4.3 *Teachers' Responsibilities*

Monitor each student's attendance.

- 4.3.1 Record PLG and lesson attendance promptly in Daymap.
- 4.3.2 Ensure there is sufficient detail in Daymap to allow absent students to understand what work has been missed and what they are required to do.
- 4.3.3 Each absence must be recorded with a code to explain the reason for each absence when it is known. The use of codes is essential to provide information about the reasons for nonattendance of their students. Communicate with the SSO team any information concerning reasons for absence to ensure the final code recorded reflects the accurate reason, especially for those absences initially recorded as unexplained (code U).
- 4.3.4 Where no satisfactory reason for absence from lesson is given, suitable consequences should be applied and documented.
- 4.3.5 Document any strategies/interventions and provide to student services to include in student's file.
- 4.3.6 All contact regarding attendance with students and parents is to be documented in Daymap.
- 4.3.7 Ongoing issues of non-attendance are to be discussed with campus leadership team for further action.
- 4.3.8 Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.

4.4 *Leadership team's responsibilities*

- 4.4.1 Complete the letter regarding the absence of a student and send home to parent/caregiver.

- 4.4.2 Document interventions, strategies, home visits, phone calls and include in student's file.
- 4.4.3 Refer to an Attendance Counsellor on an ED171 form if attendance issues are not resolved.
- 4.4.4 Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to 12 calendar months, depending on the reason. Parents/caregivers should apply in writing and principals should also advise approvals and non-approvals on school letterhead. Copies of such advices are to be retained in school files, together with applications and are to be set out on Form ED175 and forwarded to the Student Attendance Counsellor.

4.5 *SSO team's responsibilities*

- 4.5.1 Manage the incidental absence system, signing students in late and out for early departures.
- 4.5.2 Update Daymap when reasons for absences become known.
- 4.5.3 Ensure that accurate Daymap attendance information is transferred into EDSAS roll at regular intervals (2 weeks in arrears).
- 4.5.4 Provide attendance data weekly to the executive team.

5.0 Definitions and Abbreviations

5.1 Definitions

Nil.

5.2 Abbreviations

5.2.1 Absence codes

5.2.1.1 U: Unexplained absences

The code used for unexplained absences is “U”. Teachers need to check absences recorded as “U”. Some codes need to be edited to another code when the teacher learns that there was an explained reason for an absence.

5.2.2 Codes to qualify absence

5.2.2.1 C: Illness with a day/s absence verified by a doctor’s letter, doctor’s certificate, a dentist’s appointment card or some other health practitioner’s communication.

5.2.2.2 E: Exemption – approved exemption from school attendance by the principal (for up to one calendar month) or the Director, School and Regional Operations (for more than one month or for Home Schooling).

5.2.2.3 F: Family/social – for absences condoned by a parent as being for family, social or cultural reason.

5.2.2.4 I: Illness with a day/s absence covered by notes, messages and phone calls from parents, stating a medical condition or illness preventing the student’s attendance.

5.2.2.5 K: Take Home - Absence due to a student being sent home for disciplinary reasons.

5.2.2.6 N: Not approved - Absent without parent/guardian approval.

5.2.2.7 S: Suspension – Suspended externally from school to an agreed place, usually home. In the discipline screen of EDSAS, record the reason for the suspension, e.g. violence.

5.2.2.8 U: Unexplained - a student who is absent without explanation by either:

- parent
- or school
- or another authority, e.g. Families SA

Use this code for unexplained absences of students both under and over the age of compulsion.

- 5.2.2.9 X: Exclusion – for absences of students over the age of compulsion who have been excluded without the provision of a learning program.
- 5.2.2.10 Z: School following up - Students who are absent for an extended period of time but the school is in communication with, and actively following up to try to re-engage the student.
- 5.2.3 Codes counted as present for data collection purposes
 - 5.2.3.1 A: SBNA (School based new apprenticeship)
 - 5.2.3.2 D: Dispute – used on days or half days where the school is closed for industrial action
 - 5.2.3.3 G: Off-site learning program where the program is offered by another provider but still managed through the school
 - 5.2.3.4 H: Home study
 - 5.2.3.5 M: Camps and excursions
 - 5.2.3.6 P: Alternative placement: for students to attend off-site learning programs, where the school provides a learning program at an alternative venue or for students who have been excluded and are undertaking an alternative program. The student is considered to be present from the day the alternative placement or program is provided or commences
 - 5.2.3.7 Q: Approved Medical Program
 - 5.2.3.8 R: Risk/Hazard which records student attendance on days posing a risk/hazard to student welfare/wellbeing.
 - 5.2.3.9 T: School sport.
 - 5.2.3.10 W: Work experience
 - 5.2.3.11 Y: End of year activities - for students, 16 years or older, who are not in attendance after examinations or similar

6.0 Attachments & References

Nil.

7.0 Review

Review Date	Reviewed By	Accepted Date	Comments
21/06/2018	Executive	21/06/2018	Next review 2019