



Kalamunda Senior High School

An Independent Public School

Attendance procedures



Learning - Respect - Resilience - Pride - Community

It is widely recognised that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. It is also widely recognised that early identification and intervention are the best ways to manage attendance problems.

The school Education Act 1999, amended 2005, requires compulsory aged students, those between the ages of 5 and 17 to attend school, or participate in an approved educational program of a school, on the days on which the school is open for instruction unless an arrangement in writing has been entered into for a student.

Kalamunda Senior High School uses the Integris (Student Information System) SIS Attendance Module for recording attendance and analysing and reporting on attendance figures. These figures are then kept in electronic form for seven years.

Accuracy of these records can only be maintained if all school personnel involved in recording or reporting absences diligently follow the procedures laid down.

Beginning of Day

- During registration period mentor teachers record student absences and forward these to Student Services.
- Students arriving late to school must report to Student Services Centre (with a note from parent explaining lateness) and sign in.
- Student Services staff will record and issue an Arrival Note. Teachers, please note, DO NOT accept late students without a note.
- Explanation notes presented after the date of absence are to be forwarded directly to the attendance officer. The attendance officer will forward the recorded absences to the mentor teacher for filing.

Lateness

- Students arriving at school after registration period, must report to Student Services Centre and sign in.
- Students arriving late to school without an explanation note will be required to complete a lunchtime detention.
- Students names will be recorded in the Detention Book, students must attend detention on the same day. This process will be managed by Student Services.
- Students arriving late to class will be monitored and consequences organised by classroom teachers.

Leaving during the school day

When a student needs to leave school for an appointment etc. they must report to the Student Services Centre with a note from parent.

A single standard pass will be used by all students in W.A. Students are required to carry the Leave Pass with them at all times and may be requested to produce it by the Police and Truancy Officials. Only official cards that have been stamped with the school details will be permitted. Students who require a Leave Pass should go to the Student Services Centre with their note before they leave the school grounds. A School Officer completes a Leave Pass which the student keeps on them for the day and gives to their Mentor Teacher the next morning. Students can only receive a Leave Pass with their parents'/guardians' permission.

Parent Responsibilities

- To advise the school verbally, in writing or text message as soon as possible, but within three days, when their child is absent from school due to illness or other reasons.
- When requested by the school, provide a medical certificate to explain an absence due to illness.
- Respond to the school to provide a satisfactory explanation about their child's absence/s from school.

Mentor Teacher Responsibilities

- At registration every day mentor teachers are required to check student attendance and uniform. Record the name of any student/s absent from the mentor group and record this on the Registration Absentee Slip. Teachers are to forward this slip to the Student Services Centre by 8.55. **If there are no absences a return must be forwarded indicating this.** Any students arriving after registration MUST have a late note from the Student Services Centre indicating that they have signed in.

- Students not conforming to the School's Uniform Policy should be sent to Student Services where they will be provided with a change of clothes and be issued a lunchtime detention.
 - Download and read daily notices during registration.
 - Morning Absentee Reports are to be collected from pigeonholes at recess.
 - Mentor Teachers are required to check on individual student's attendance records during Registration and Mentor Period. Mentor Teachers should confirm these listed absences with the students themselves and alter the standard absentee codes when the reason is known. (i.e. when the student brings a note to explain the absence). *Please restrict your notation to the codes below.*
Any student who disputes an absence must verify this with individual teacher/s using the Attendance Query slip. When completed by the student, this must be returned to the Student Services Centre where records will be amended accordingly.
- U = Absence Unexplained
L = Late
T = Truant (code to be used only by Year Coordinators and Deputies once confirmed)
X = Unacceptable reason
Z = Suspended
R = Reasonable Cause
E = Educational Activity
W = Withdrawn
/ = Present
M = Medical/sick

The updated Unexplained Absences Report is then returned to the Front Office. **Individual notes etc are not required. Notes explaining absences are to be kept in file by mentor teachers.**

- **It is the Mentor Teachers' responsibility in the first instance, to follow-up student absences, to encourage the return of notes** (to be signed and dated by the Mentor Teacher when received) and to alter the absence type of "unexplained" to one of the "explained types".
- An unexplained Absences Report for each mentor group will be produced daily for each Mentor Teacher to check their records against SIS. Please check with your mentor group and follow up collection of notes and record on daily absentee report and return to front office.
- Letters to parents requesting satisfactory explanations for unexplained absences for the previous two weeks will be printed every alternate Friday by the School Officer in the Student Services Centre and posted directly to parents.
- A weekly summary sheet will be produced with outstanding unexplained absences for Mentor Teachers to follow up.

SMS Text Messaging

The school uses an SMS text messaging service to inform parents of student absences and lateness to school without explanation. The computer scans school absentee information every hour commencing at 10:00am and finishing at 4:00pm. Text messages are then automatically sent to parent mobile telephones informing them of the absence/lateness and requesting a response. *It is imperative that all staff advise of variations to students' whereabouts as soon as possible to avoid unnecessary messages being sent.*

School Procedures for Unacceptable Non-Attendance

Mentor teachers are responsible for following up a student's unexplained and/or unacceptable absences. Parents are required to provide an explanation for any absence within three days of the day on which non attendance started (School Education Act 1999: Clause 25:2b). Menor Teachers should attempt to phone parents to resolve unexplained absences. If an explanation is given – note it on the weekly summary sheet, return to the Student Services Centre to be processed and resolved. Where there has been no reasonable explanation provided by the parent/guardian despite prompts by the mentor teacher, a fortnightly letter will be generated by the Student Services Centre and sent home to parents. Student Services will follow up on any outstanding unexplained absences after these initial measures have been implemented.

ATTENDANCE PROCEDURES-ROLES AND RESPONSIBILITIES

MENTOR TEACHER

STAGE ONE: Weekly audit of unacceptable absences

- Parent/guardian phoned for clarification of absences.
- If appropriate, medical certificate requested, and school assistance offered to parent/guardian.
- A Mentor Absentee Report will be generated and distributed weekly for Tuesday P4. Mentor teachers are requested to follow up absences and complete the 'comments' section before returning these to the Attendance Officer following form each Tuesday.
- SMS Text Message or letter sent home every fortnight for unexplained absences.

HEADS OF MIDDLE/AND SENIOR SCHOOL, YEAR COORDINATORS

STAGE TWO: Unresolved absences subsequent to Stage One procedures

- Mentor Teacher advises relevant Head or Coordinator. Head/Coordinator documents action on SIS Behaviour Manager module.
- Phone Call / Meeting arranged at school with parent/guardian to:
 - a) Reinforce unacceptability of present situation
 - b) Outline obligatory requirement of school to address absences
 - c) Inform parents of their legal responsibility to ensure attendance
 - d) Offer School support
 - e) Develop a plan of further action
- Meetings are documented and copies provided to all parties. Where the parent/guardian did not attend the meeting then the Student Services Manager is to write to them addressing the above points.

ASSOCIATE PRINCIPAL / STUDENT SERVICES MANAGER

STAGE THREE: Unresolved absences subsequent to Stage Two procedures

- Case raised at Student Services meeting, case manager allocated. May consult with Regional Attendance Officer for assessment and intervention.
- Regional Attendance Officer liaises with School and parents (if possible).
- Manager Student Services convenes case meeting with parent/guardian, case manager and Regional Attendance Officer to collaboratively develop an intervention plan incorporating other agencies/programs.
- Manager Student Services schedules Case Review at an appropriate time, progress reviewed.
- If parents do not attend/refuse etc, then proceed to Stage Four.

STUDENT SERVICES/REGIONAL OFFICE

STAGE FOUR: If absences continue

- Regional Office convenes and provides intervention summary for Attendance Panel.
- Regional Attendance Officer, in conjunction with the Student Services Manager initiates an Attendance Panel. The Manager Student Services collates all relevant information for the Panel's consideration.

Kalamunda Senior High School

12 Cotherstone Road
Kalamunda
Western Australia 6076

Phone: (08) 9293 6400

Fax: (08) 9293 4448

Email: kalamunda.shs@education.wa.edu.au

Website: www.kalamundashs.wa.edu.au