



# MODEL FARMS HIGH SCHOOL

*"Achieving Personal Excellence Through Quality Teaching"*

## **Attendance Policy**

At Model Farms High School, we recognise the direct relationship between attendance and student achievement. Attendance is recorded and monitored through the electronic system Sentral. Regular attendance is promoted and valued by parents and staff via regular communication, monitoring and recognition of student efforts.

### **Roll Marking and Organisation**

Roll call is held every day at 8.30am. All students in Years 7- 12 are placed in a roll call group and they report to the same room every morning. Rolls are organised into year levels.

All teachers assigned a roll class mark the roll online and submit by the end of roll call. Teachers are to let students into roll call after the bell and mark them present. If a student continually turns up after the bell they are to be referred to the Head Administration.

Casual teachers who have been assigned a roll class will be allocated a laptop to use for the day. If no laptop is available, they will be given a paper copy of the roll. This must be returned to the front office at the conclusion of roll call.

During roll call Head Teachers and Year Advisers are available to assist with any issues.

The SASS staff will check that all rolls have been marked and immediately follow up rolls that are not marked.

### **Period by Period Marking**

All teachers are expected to mark the roll for each class online. This should be completed within the first 15 minutes of the lesson.

Any anomaly must be reported to the Head Administration during the period. An anomaly is when a student is present in the classroom but marked as absent OR when a student is absent from the class and is marked present. All such anomalies need to be reported to the Head Teacher Administration.

Suspected truancies are reported to the Head Teacher Administration on that day.

Students on excursions or some other form of approved leave are entered onto the system by the front office. This then records the student as present. A list of students attending an excursion must be given to the front office at least 1 day before the excursion. On the day of the excursion the teacher in charge of the excursion, communicates an updated list of students to the front office in order for records to be adjusted.

### **Partial Attendance- Late Arrivals, Early Leavers**

"Late" is defined as arriving any time after roll call. Late students must report to the front office, with their swipe card, and swipe in as late. This will then be recorded as a Partial Attendance. When the student swipes in, a slip is generated. The slip becomes the pass to enter class. Students who are persistently late will be monitored by the Head Teacher Administration.



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No teacher is empowered to allow a student to leave school premises other than at the normal dismissal times. Only the Principal, Deputy Principals or their delegates may give permission for a pupil to leave the school grounds. All other staff wishing to allow students to leave the school grounds must make arrangements through the Principal and/or Deputy Principals.

Students seeking to leave the school grounds early should report to the front office or the library with a note from their parents where an early leaver's pass is generated from Sentral. Students are not to leave the school before the agreed time.

## **Truancy**

Truancy is the unauthorised absence from class or school. It is a serious matter and is treated as such. Each lesson teachers mark their class roll and compare this to the attendance record. Students who are not in class and not marked absent and cannot be accounted for in another way (sick bay, early leavers, interview) are considered to be truants. The names of any students missing from class, without a suitable explanation, should be passed on to the Head Teacher Administration.

The SASS staff will run a truancy report each day from Sentral and investigate all anomalies in the attendance data. Any student found to be truanting will be referred to the Head Teacher Administration for further investigation.

If the Head Teacher Administration determines that the student is a truant, the student will be interviewed and sanctions imposed. These may include: afternoon detention, parent contact, attendance card, parent interview and finally referral to Deputy Principal. In extreme cases a referral to the HSLO may be completed.

## **Explanation of Absences**

Each day, after 10am the SASS staff will send an automated electronic message to the parents of students who are absent or who were late. To explain either the absence or lateness parents are able to reply to this message. Information will then be updated in Sentral.

Parents can provide written explanation of absences and lateness. Students are to place these letters in the blue buckets at the front office.

Parents are able to access information about their child's attendance through the school's parent portal.

Information about student absence/attendance is reported to parents via student reports which are completed twice a year. The information on the reports is drawn from the electronic attendance system which is compiled from information from roll call. Parents may contact the



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Year Advisor, Head Teacher Administration or Head Teacher Welfare if they have concerns about their child and would like additional information.

## **Teacher Responsibilities**

Teachers play a very important role in monitoring and promoting good attendance patterns. Most classroom teachers have a morning roll call group and they are responsible for accurately marking the roll and encouraging students to have good attendance patterns.

As part of roll call they are also read daily notices to students. Roll call begins at 8.35am each morning.

It is the professional responsibility of all staff to ensure that the roll is marked accurately at all times. It is a legal document and may be introduced into court, along with the staff member whose responsibility it is to mark it accurately. Teachers need to seek help from the Head Teachers and Year Advisers if it is required.

Teachers are also expected to mark the roll every lesson and to maintain accurate class rolls. Anomalies are to be reported to the Head Teacher Administration.

Parent enquiries regarding rolls will be directed to the roll call teacher. Staff accuracy, ownership and responsibility are central to maintaining accurate records.

## **Senior Attendance Policy and Procedures**

Senior students of Model Farms High School have some extra rights and responsibilities. Students **MUST** attend school until they are 17 years of age – or in full time work or other study. Good attendance will result in successful learning and achievement.

### **Roll Call**

Year 11 and 12 students are expected to attend roll call if they have a period 1 class. Otherwise they need to be at school in time to get their first period class punctually. These students must swipe in before the beginning of the first class of the day. Failure to swipe in will result in the student being marked absent all day. Attendance at the School Formal will be contingent on strong attendance at school.

### **Permitted Late Starts and Early Leavers**

Some senior students may have periods at school when they do not have a scheduled class. If the free period occurs at the beginning of the day, students are permitted to arrive at school late. They must swipe in at the front office and they must be at school in time for their first scheduled class. If the free period occurs last period, they are permitted to leave school at the conclusion of their classes. Students must swipe out at the front office as they leave school grounds.



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If a student needs to leave school to attend TAFE they must swipe out at the front office. The Careers Adviser will provide the front office with an accurate list of students who are attending TAFE.

## Whole Day Absence from School

By returning to Year 11 and 12 you have made a commitment to senior studies and as such you need to maintain regular and consistent attendance. If your attendance slips below a reasonable level you will be interviewed by the Head Teacher Administration, and if no valid reason exists, your status may be reviewed in conjunction with the Deputy Principal, and with expulsion procedures pursued if need be.

## Study Periods

If a student has a study period (they do not have a timetabled class) they are expected to be in the Senior Study space or the library. This is true for students arriving early, staying beyond timetabled lesson time or for study periods between lessons.

## Sport

Year 12 students do not have to participate in sport. However, for Year 11 sport is compulsory for them in Terms 1-4. Truancy from sport is dealt with by the sports organiser.