

Student Attendance Policy

It is expected that Model Farms High School students attend school regularly and participate fully and effectively in all the educational programs available in the school. Students, parents and guardians should be made aware that:

- Regular and punctual attendance is compulsory and is also a requirement for the award of both the School Certificate and the Higher School Certificate by the Board of Studies.
- They have a responsibility to ensure that a student enrolled at the school attends school everyday unless there is a legitimate reason.
- If a student is absent from school, it is expected that the parent/guardian will inform the school in writing of the reason for the absence on the first day of the student's return.

We are legally responsible for students while they are enrolled at Model farms high School. Our attendance requirements are in accordance with Department of Education and Board of Studies requirements and are designed to assist students to achieve their maximum potential

An attendance rate, partial absences and unexplained absences will be recorded on all school reports.

It is the responsibility of each student to ensure that their attendance is correctly recorded by following the procedures. If the procedures are not followed correctly then their attendance record may be affected.

Students should be aware of the requirements for attendance. **As a general rule, a minimum of 85% attendance is required to meet course requirements.** Students should also make sure that they are aware of the requirements for any absence that affects assessment items.

Class

Attendance will be monitored by the Class Attendance System.

Class will involve:

- Recording of daily attendance details.
- Production of daily absentee sheet.
- Recording of late arrivals through the Class card swipe system. All Model Farms High School students will receive a swipe card when they enroll.
- Recording of early leavers
- Recording of students involved in VOR (variation of routine) eg. Excursions

Roll Call

Roll Call will be conducted each day during Period 1. An absentee sheet will be filled out for each Period 1 class. The absentee sheet is then taken to the front office where the data is entered into the **Class** system. Roll call during Period 1 is the official daily school roll marking. If a student misses Period 1 but attends Period 2 an absence will be recorded.

Assemblies

Model Farms High School students are expected to attend whole school assemblies, Year assemblies and House meetings. Non-attendance will be regarded as fractional truancy.

Late Arrivals

Students who arrive late to school must swipe in at the front office. A receipt will be issued with the time recorded on the receipt and also in the **Class** Attendance system. Students will not be admitted to class without a late receipt.

Students who are late four (4) or more times will be required to see the HT Administration. Four (4) late arrivals will incur a detention.

Early Leavers

Students leaving early must hand in a note, written and signed by a parent/guardian to the HT Administration before school on the day they need to leave early. An early leavers pass will be issued with the details entered into the **Class** Attendance system. The student must bring the early leavers pass to the front office before being allowed to leave the school grounds.

Leaving School

Students are not to leave the school grounds without permission. This applies to timetabled lessons, breaks and study periods.

If special circumstances make it necessary for a student to leave school during a break, during the middle of the day between timetabled lessons, in study periods or during timetabled lessons, leave must be approved by the Principal, Deputy Principal or the HT Administration.

If a student is sick during the day and wishes to go home, the student must obtain a note from their class teacher. The note must be taken to the front office. The front office will contact parent/guardians. If a student is sick during a study period the student must see a Deputy Principal or HT Administration to obtain written permission prior to moving to the front office.

Failure to follow these procedures means a student is truanting and the absence will be recorded as such. Once a student arrives at school they are not allowed to leave the school grounds until the end of their last timetabled lesson without permission and a leavers pass.

Staff who see students outside the school during school hours should notify the HT Administration.

Responsibilities of School Personnel

Successful monitoring of attendance depends upon a whole school approach. The Principal, Deputy Principals, Head Teachers and Year Advisors have a leadership role in ongoing attendance monitoring.

Head Teacher Administration

Overall monitoring of student attendance – Roll call, Class Attendance system, Early leavers, Truancy (Green sheets), Senior Attendance monitoring (blue sheets), Daily attendance check (pink sheets) and liaising with Teachers, Year Advisors and Executive.

- Provide weekly printouts for the student welfare team for students with attendance rates below 85%.
- Provide individual student absence printouts on request.
- Refer to year advisors, students whose patterns of lateness &/or poor attendance might indicate student welfare issues.
- Attend welfare meetings as appropriate
- Supervise the addition and removal of student names from rolls throughout the year (enrolments and leavers)
- Monitor correct roll marking procedures
- Coordinate letters home to parents
- Monitor attendance of nominated students with poor attendance records through individual student and parent contact.
- Provide attendance data for external DET system requirements:
- Returns: Enrolment, Census, Absence, Centerlink, International Students.
- Attendance reports for all referrals to the Home/School Liaison Officer (HSLO).
- Official attendance rate reports (85% attendance), outstanding absences reports and single student reports will be generated by **Class** attendance system and delivered to executive meetings by the HT Administration.

Deputy Principal

- Follow up on specific attendance issues, fractional truancy and lateness – interview students and apply consequences eg. Playground withdrawal, attendance monitoring, no privileges for a set period.
- Keep parents informed about attendance issues – using phone calls in relation to the number of absences, fractional truancy and notes required.

Head Teacher Welfare

- Refer students to Year Advisors where lateness and/or poor attendance have become a welfare matter.
- Liaise with Deputy Principal and Head Teacher Administration where there is an ongoing student welfare component.

Faculty Head Teachers

- Be aware of and involved in student attendance issues
- Ensure that all teachers in the faculty maintain rolls for all classes.
- Ensure all variation to routine applications include a list of students involved and that an accurate list is handed to the HT Administration 24 hours prior to the variation of routine.
- Discuss attendance and truancy issues at all faculty meetings.
- Refer students to HT Administration where patterns of lateness and/or poor attendance might indicate student learning or welfare issues.
- Communicate with students and parents via letters or phone calls of concern when attendance is impacting on submission of work and achievement.
- Ensure poor attendance is covered in teacher comments on half yearly and yearly reports.
- Monitor students out of class – ensure they have a note from teachers – see teachers if students are out of class without a note.

Year Advisors

- Twice a term follow up of students who do not provide notes to cover full day and partial absence. Refer to HT Administration for follow up.
- Detect late arrivals patterns or friendship groups and follow up. Refer to HT Administration for follow up with parents.
- Comment on poor attendance on half and yearly reports where appropriate.
- Liaise with Head Teachers concerning students whose attendance pattern falls below 85%.

Attendance – Responsibilities of All Staff

General

We are legally responsible for students while they are enrolled at Model Farms High School. Our attendance requirements are in accordance with DET and Board of Studies requirements and are designed to assist students to achieve their maximum potential.

It is the responsibility of each teacher to ensure that attendance for all classes and roll call is correctly recorded by following the school procedures.

Accurate roll marking is required not only to support student learning but to ensure the accuracy of both the percentage attendance rates (whole day absences, partial absences and unexplained absences) recorded on all school reports and the attendance data submitted to DET and used in our annual school report.

Period Attendance Monitoring

Fractional truancy is a serious issue in all schools. At Model Farms, in addition to Period 1 roll call, student attendance is monitored via the daily absentee sheet and the green truancy slip. Copies of the green truancy slip are available in the Front Office.

- Do not allow a student to enter class late without providing an authorized note.
- Do not allow students out of class without a note (toilet pass, note to office for sick students, etc)
- Mark a class roll every period
- Read the daily absentee sheet and check with rolls. Fill out green truancy sheet and pass on to faculty Head Teacher.
- If students are not present in your room, mark them as absent. If their whereabouts is known, it may be noted in brackets next to the student's name
- Monitor the attendance of all students and raise issues with Head Teachers and at Faculty meetings.
- **Ask students about their absences, showing interest and concern for them.**

Variations to Routine

Provide a Variation of Routine form for all activities at least one week in advance with a list of students attending (to HT Administration)

Thoroughly check all VORs and follow procedures

Involve your Head Teacher in the final details.

Marking Rolls

Be prompt to class

Check that students are seated and quiet before marking the roll.

Mark the roll – do not allow students to mark the roll

Count Heads – as a double check on the number present

Fill out the absentee slip accurately and initial.

Fill out the uniform detention slip including class and teacher name. The uniform detention slip must be filled out even if there are not students indicated.

Return the absentee slip and uniform detention slip to the front office.

Attendance Policy

ACTION	CONSEQUENCE
Student who fails to bring in notice of explanation	Note is sent home to parents detailing day(s) absent. Parent to fill out and send back.
Attendance note has not been returned	
Student who accumulates 5 unexplained days absence	Phone call to parents, call student down for interview
Student who accumulates 10 unexplained days absence	Phone call to parents, call student down for interview
Student who accumulates 15 unexplained days (↓85%) absence	Call in parents for school interview
Student who accumulates 4 late arrivals without public transport issues	Late slip will notify student that they need to see Mr Bollard immediately. Student will be placed on lunch detention.
Student who continues to arrive late to school (↑4)	Phone call to parents. Student will be placed on afternoon detention
Student who truants part of school day	Entered onto absentee record (RISC). Phone call to parents. Student will be placed on afternoon detention. Daily Attendance Check (pink card) will be issued for 1 week or until student completes the card
Student who continues to truant part of school day	Call in parents for school interview. Student program devised.