

HIGHVIEW COLLEGE
ATTENDANCE ROLLS / STUDENT ABSENCES POLICY
Person Responsible – Director of Pastoral Care



Rationale

- At Highview College we recognise the student's success is enabled by regular attendance, providing for the student to reach their full potential.
- We recognize our responsibility in engaging the child in this educational setting, providing a curriculum that meets the needs of all students and providing an environment that is safe for all students.

Aims

- To maintain accurate records of student attendance.
- To follow up on all absences.
- To regularly monitor student absences, identification of students at risk and the implementation of intervention strategies.
- To perform a duty of care towards all students, even those over the compulsory school age.
- To work in partnership with the parents to ensure regular school attendance.

Implementation

Marking Class Rolls:

- The electronic rolls are marked every lesson at Highview College.
- Office staff check rolls at the beginning of Morning Home Group and at the beginning of Period 5, which is after lunch.

Roles of Responsibility:

Parents:

- Will promote and provide organisational support for their child for attendance on all designated school days.
- Notify the school on the first day of absence, by either email or phone.
- Notify the school in advance if there is a planned absence.
- Contact the Pastoral Care Co-ordinator if the child is resistant to return to school after a prolonged period of absence.
- Ensure contact details are correct and up-to-date.

School:

- Accurately record attendance.
- Follow-up on absences
- Provide missed work for absent students
- Staff are to provide a good role model by attendance and punctuality

- Regularly monitor attendance
- Review attendance procedures regularly.

Home Group / Classroom Teacher:

- Teachers must mark the electronic roll within ten minutes of the class bell.
- If they suspect a student has been at school earlier in the day but has not attended their class they must ring through to the office immediately, in order to clarify the situation

Following up on Absences:

- Home Group/Classroom teachers are given 10 minutes after the class bell to finalise their electronic roll.
- If the roll is not completed during this time the class teacher is buzzed, on the intercom phone system, by the office staff.
- Rolls are then checked by the office staff and known absences are added (from parent / guardian contact) onto the electronic roll.
- Parents of students who are absent with no notification having been received, are sent an SMS by the office staff.
- Office staff then enter the reason for that student's absence, as given by the parent.
- Absences are classified under the following reasons; **update these – look at SEQTA**
 1. Sick
 2. Medical (doctor's certificate is provided)
 3. Appointment
 4. Family Commitment
 5. Parent Choice.
- If parents do not **reply to the SMS** from the office staff **what happens then??is it as below??**
- If parents do not respond to the message left, a letter is generated the following morning. This letter requests information about the absence.
- If a student is marked present in the afternoon while having been absent in the morning the office staff ring the teacher to verify the accuracy of the roll.
- All parents are encouraged to ring the school prior to known absences and on the day of unplanned absences. (This information is put in the Newsletter and also in letters posted to parents at the beginning of the school year)
- **Absences are recorded on SEQTA**
- Part of the co-ordinators role is to respond to 'too many absences' by interviewing the student and contacting the parent.
- Days absent are listed at the front of each student's Semester Report. **Still doing this?**
- Prolonged periods of absence, or frequent absences are followed up by the Pastoral Care Team. (Refer to the Procedure for Chronic Absenteeism)

Developed by Jenny Wardrop – 2010

Updated by Marion Martin – 2016