



## ATTENDANCE POLICY

### PURPOSE

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For all Penola High School students to attend school regularly.

### SCOPE

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For all Penola High School students and families.

### RATIONALE

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Students need to attend school regularly in order to participate fully in and gain maximum benefit from the educational experience.

In South Australia it is a legal requirement for children between the ages of five and seventeen to attend school. Parents or guardians are responsible for making sure children go to school. Penola High School works in partnership with parents/guardians to ensure all students meet the DECD standard of 95% attendance.

### RESPONSIBILITIES

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#### Students:

- Arrive punctually at school.
- Attend every day when instruction is offered unless the school receives a valid reason.
- Provide teachers/SSOs with an appropriate explanation (a letter or SMS message from a parent or caregiver) to explain absence, lateness, early departure, leaving school grounds.
- Report to the Front Office and log onto the incidental Absence Manager if arriving later or leaving earlier than normal school hours. 8.40am – 3.15pm. (Years 8 - 11 students require supporting notes for this.)

#### Parents:

- Actively encourage students to attend school.
- Notify the school regarding any absence with a written explanation or an SMS text message to the school.
- Respond via return SMS, upon receipt of an absence message from the school.
- Arrange for work to be sent home, if appropriate.
- Make routine appointments after school or during school holidays where possible.
- Avoid keeping students away from school for personal reasons such as hair appointments, visiting family and friends or birthdays.
- Contact the school for assistance and support if your child is refusing to go to school or missing school without you knowing.

#### Teachers:

- Accurately complete home group and class rolls.
- Look for early warning signs to identify students at risk.
- Encourage students to attend regularly by expressing appropriate support and interest.

- Coordinate the collection of work to be sent home for absent students.
- Verify notes regarding absences; initial them, retain copies and provide copies to front office staff.
- Inform the student counsellor of any unacceptable absences and when early warning signs indicate a student at risk.

**The Student Counsellor will:**

- Send SMS to parents/caregivers in case of unexplained absences.
- Investigate any irregular attendance patterns and communicate with parents and staff.
- Ensure the smooth return of students into classes after extended absences.
- Document all strategies put in place to encourage chronic non-attenders.
- Refer specific cases to the Student Attendance Counsellor, as appropriate.
- Manage Sentral – student absences and unmarked rolls.

**The Principal will:**

- Promote, encourage and support the attendance of all students in meeting the DECD standard.
- Ensure the roll is accurately maintained.
- Consult with DECD support staff as required.
- Manage the process where an exemption from attendance is sought.

## **EARLY WARNING SIGNS**

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**The Early Warning Signs of a student at risk include the following:**

- Missing lessons during the schools day
- Consistently arriving late for school or classes
- Leaving school early
- Many days of absence either unexplained absences, through illness or family reasons
- Learning difficulties
- Health issues

## **MONITORING AND REVIEW**

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Term 1, 2022.

Review will occur through consultation with Principal and Student Wellbeing Coordinator.

# ATTENDANCE AND ABSENCE PROCEDURE

