

**Quality Learning  
Quality Futures**

**PARAFIELD GARDENS HIGH SCHOOL ATTENDANCE POLICY & PROCEDURES**

**CONTEXT:**

All students are required to have regular daily attendance:

- Under the Educational Act, parents and guardians are responsible for the regular attendance of all children in their care up to the age of 17 years.
- Under the Parafield Gardens High School Attendance Policy, students over 17 years and over are required to attend for the purpose of census, to achieve academic success and to promote students' aspirations and pathways.
- Students who are in receipt of the Youth Allowance are allowed no more than 5 days of unexplained absence from school in a term. Students in breach of this Mutual Obligation to Centre Link can incur a loss of entitlements.
- Students not receiving the Youth Allowance are expected to follow the Parafield Gardens High School Attendance Policy.
- Irregular attendance has shown to have a detrimental effect on students' achievement.
- Ongoing unexplained absences are taken by departmental audit officials to indicate an unjustifiable enrolment; loss of these enrolments directly affects school resources allocation each term.

**Schools are expected to:**

- Aim to achieve 100% attendance for all students as attendance relates directly to learning.
- Follow-up all absences.
- Counsel students and their families about the impact of attendance on achievement.

At PGHS we believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling:

- It is crucial that our expectations of all students' attendance participation and attainment are high and uniform.
- That the monitoring of attendance enables identification of students at risk and the implementation of early intervention strategies.

We will aim to use early intervention strategies and communication with parents/caregivers as keys to improving attendance. This includes:

- Newsletter items about the need for regular attendance and acknowledgement of improvement in attendance
- Pamphlet distribution to parents
- Discussions with parent/caregiver about the significance of regular attendance and its impact on student achievement
- Alerting a member of the school leadership team (Year Level Coordinator, Student Inclusion Coordinators, Assistant or Deputy Principal, Principal) and asking for in school support from appropriate staff (e.g. the counsellors, Aboriginal Education Teacher, Aboriginal Community Education Officer, Bilingual School Support Officer and Youth Worker)
- Setting up a home visit by Home Group teachers, counsellors, youth workers, AET and Year Level Coordinator or Student Inclusion Coordinators
- Detaining students on detention who cannot provide a reasonable explanation of non-attendance/truancy

# PARAFIELD GARDENS HIGH SCHOOL ATTENDANCE PROCEDURES

## 1. Home Group Rolls (and Absentee List: DAYMAP)

All students not in attendance in Home Group must be recorded on DAYMAP roll using the appropriate codes.

- 1.1. DAYMAP Attendance data uploaded into EDSAS
- 1.2. Year Level Coordinators (supported by Student Inclusion Coordinators) check unexplained absences on a weekly bases.
- 1.3. SSO (attendance), prints out weekly roll book and distributes to home group teachers for checking, follow up and correcting student attendance by entering on DAYMAP.
- 1.4. Follow the link below for directions to correct student attendance using DAYMAP:  
J:\Common\2011 - Our School\C Governance & Management\Attendance\ATTENDANCE flow chart for hmgp teachers.doc

### Requirements of Staff re Attendance of Students

*D.E.C.S. regulations states that staff members (as subject teacher and/or home group teachers) are responsible for every student scheduled for each subject lesson and home group.*

*The follow up of absence for any students is therefore the responsibility of all staff.*

## 2. Home Group Teachers

- 2.1. Explanation to students of rules, responsibilities, expectations and support in regard to attendance.
- 2.2. Record daily absences on DAYMAP
- 2.3. Monitor and maintain accurate records of attendance and unexplained absence/s weekly.
- 2.4. Follow up on absences of 3 days or more – phone home, send letter ( J: Common: Attendance: Attendance Notification letters)
- 2.5. Ensure non-attendance is followed up through early intervention by entering corrections on DAYMAP
- 2.6. Return attendance and unexplained absence printouts to SSO (Census) with any comments on absence follow-up
- 2.7. Refer absences of 5 days or more without explanation to Year Level Coordinator
- 2.8. Home Group Teacher enter action/s taken for recording attendance comments in DAYMAP
- 2.9. Sign Attendance Printout of roll book at end of each term for SSO (Attendance)
- 2.10. Refer to Year Level Coordinators or Student Inclusion Coordinators and other support service if additional support is required.

## 3. Subject Teachers

### 3.1. Absences

Follow up is necessary so that subject teachers are certain that the absences are legitimate (e.g. check DAYMAP, see Home Group teacher, excursion list, first aid records in front office and student diary notes) by phone call and attendance notification letter

### 3.2. Rolls

Subject rolls must be entered into DAYMAP every lesson.

### 3.3. Lateness

Any student who arrives at school late reports to Student Services to have the time of arrival recorded and his/her student diary stamped. Again, if a student does not have a note, Home Group teacher needs to seek an explanation from the parent/caregiver.

### 3.4 **Appointments**

Students who need to leave school before their last scheduled lesson on any day must bring a note from home and have their home group teacher sign note during morning home group. Their home group teacher will then record this information on DAYMAP. Prior leaving school, the student reports to Student Services to show their note and sign out on absence computer.

## 4. **Year Level Coordinators**

- 4.1 Follow up on students referred by Home Group Teachers
- 4.2 Check weekly Attendance Printouts and take appropriate action
- 4.3 Any actions taken to be recorded in Attendance notes in DAYMAP

## 5. **Student Inclusion Coordinators ( Senior/Middle School)**

- 5.1 Check weekly attendance printouts and take appropriate action
- 5.2 Support Year Level Coordinators with appropriate follow up

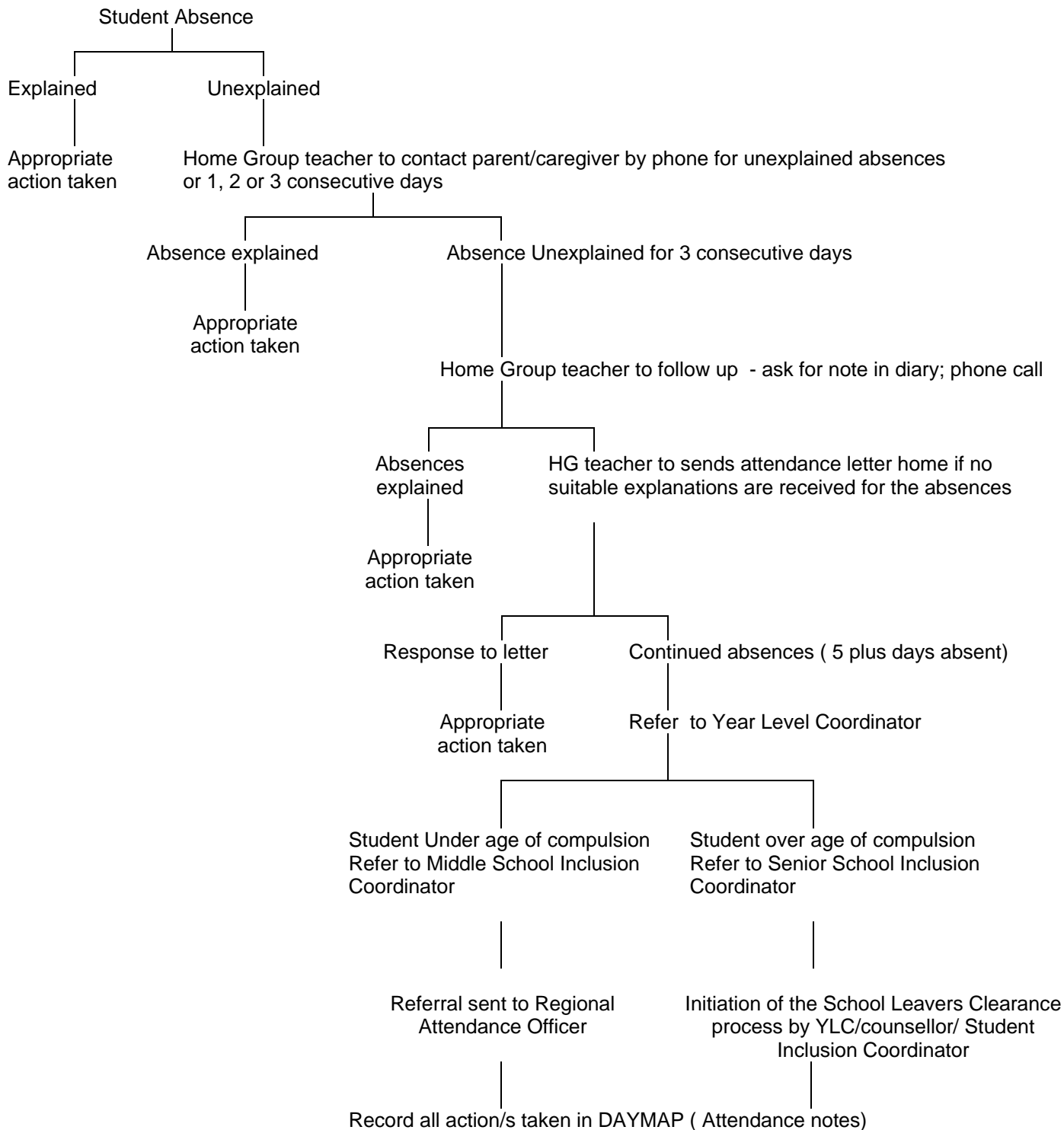
## 5. **SSO (Attendance)**

- 6.1 Daily export of DAYMAP into EDSAS.
- 6.2 Distribute Attendance Printouts to Home Group Teachers and Year Level Coordinators weekly

## 7. **There is a flow chart (summary of the process to be used in the case of student absences) included in this policy.**

- 7.1 It is expected that teachers will follow the Actions as indicated in the flow chart. We need to be active in following up student non-attendance.
- 7.1 Home Group teachers and or/counsellors/Year Level Coordinators /Student Inclusion Coordinators should record any steps taken in response to student absence on DAYMAP (attendance notes).
- 7.1 Identified students at risk of non-attendance will be supported through daily checks.

## Summary of Process to be used for Student Absences



### Appropriate action taken

***Explained Absences***

Correct code entered in DAYMAP by Home Group Teacher or in SSO (Attendance)

***Unexplained (or many) Absences***

Referred to Year Level Coordinator / Student Inclusion Coordinators / AP

Possible actions could include involvement of student counsellor, parents, family conference, Attendance counsellor referral, Interagency referral; Guidance Officer referral or other community based support services

- Photocopies of letter sent home and days absent list in student record folder
- Enter relevant information into DAYMAP (attendance notes)

## Absence Codes

The following reason codes contribute to counts of absences for departmental reporting		The following reason codes may be used to describe students not at school. They do not contribute to counts of absence fro normal departmental reporting	
C	Ill with certificate	-	Part time study
E	Exemption	A	SBNA (School Based Apprenticeship)
F	Family / Social / Cultural	G	Off-Site Learning Program
I	Ill without certificate	H	Home Study
K	Take Home	M	Camps & Excursions
N	Not Approved	P	Alternative Program / Exclusion
S	Suspension	Q	Approved Medical Program
U	Unexplained	T	Sport
X	Exclusion – No Program		
Z	School following up		

**Please note:** All 'long' absences must have documented evidence to support them, regardless of the reason code used. The use of the: I, F, N, U and Z codes must have evidence of contact made between school and home at least every 10 days. See detailed explanations of the codes. Please take particular note of the use of F, E and Z codes.

### Absence Reason Code Explanation

<b>C</b>	<b>Ill with certificate</b> Verified by a doctor's letter, doctor's certificate, dentists appointment card, or some other health practitioner's communication.
<b>E</b>	<b>Exemption</b> Approved temporary exemption from school attendance by either the Principal (up to one calendar month) or the Director, Central Coordination, Office of Service Delivery e.g. for overseas travel / holiday.
<b>F</b>	<b>Family / Social / Cultural</b> Absence condoned by parent/ guardian as being for family, social or cultural reasons. A pattern of regular use of this code may indicate the need for intervention. Should not be used for extended periods of time (ie not to be used for a family holiday – an exemption needs to be applied for and then the absence marked with the E code.
<b>I</b>	<b>Ill without certificate</b> Absence covered by notes, messages or phone calls from parent / guardian stating a medical condition or illness preventing the student's attendance
<b>K</b>	<b>Take Home</b> Absence due to a student being sent home for disciplinary reasons
<b>N</b>	<b>Not Approved</b> Absent without parent / guardian approval
<b>S</b>	<b>Suspension</b> Suspended externally from school to an agreed place, usually home
<b>U</b>	<b>Unexplained</b> Student who is absent without an acceptable explanation by parent / guardian or school or another authority
<b>X</b>	<b>Exclusion – No Program</b> Student who is over the age of compulsion who has been excluded
<b>Z</b>	<b>School following up</b> Students enrolled at school who are frequently absent without an acceptable reason, where your school is actively following up (i.e. less than 10 school days between each contact) through regular phone calls, home visits, Attendance referral or other strategies to re-engage the student in regular attendance. NOTE: This code can only be used after 9 continuous days of unexplained absences for any student. Those days should be recorded as "U" with the "Z" code being used on the tenth day. Active ongoing following up by the school includes referral to the relevant Attendance Counsellor who will

	<p>work in partnership to support the school to re-engage the student.</p> <p>The “Z” code can be used for a maximum of 50 days for any student. If the student has not re-engaged with a learning program after 50 days then recording of the subsequent absences should revert to the “U” code and normal processes followed i.e. further referral and follow up with Student Attendance Counsellor.</p> <p>This code does not apply for those students who whereabouts are unknown and / or contact has not been successful.</p>
-	<p><b>Part-time Study</b></p> <p>Student who is undertaking a part time load and not expected in attendance all the time.</p>
A	<p><b>SBNA (School based apprenticeship)</b></p> <p>Student is attending formal training, work and/or on-job training related to an SBNA, or absent for other legitimate reasons related to an SBNA.</p>
G	<p><b>Off-Site Program</b></p> <p>Absences to attend off-site learning programs where the curriculum is offered by other providers, but where the student’s learning program is still managed by the school. This does not include students in situations where absences are not recorded i.e. attending programs in other DECS schools and “approved off campus enrolments”. Nor does it cover students where other absence codes apply ie Work Experience (W), or School based new apprenticeships (A) See also ‘P’</p>
H	<p><b>Home Study</b></p> <p>Students authorised to study at home in preparation for examinations</p>
M	<p><b>Camps &amp; Excursions</b></p>
P	<p><b>Alternative Program / Exclusions</b></p> <p>Absences to attend off-site learning programs, where the school provides a program at an alternative venue. This code is also used for students who have been excluded and are undertaking an alternative program. When this absence code is being used, attendance will be noted at the host site and communicated back to the home school for recording.</p>
Q	<p><b>Approved Medical Program</b></p> <p>A student with a diagnosed medical condition requiring attendance at approved programs; Hospital Education Service, Behaviour Intervention Service, Adolescent Services Enfield Campus, or a medical enrolment at Open Access College. Each of the above programs will monitor the student’s absence and provide regular reports to the enrolling school.</p>
T	<p><b>School Sport</b></p>
W	<p><b>Work Experience / VET Placements</b></p>
Y	<p><b>End of Year</b></p> <p>For students over the age of compulsion who are not in attendance after the examinations</p>