



Parafield Gardens High School

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Quality Learning Quality Futures

Attendance Policy

This is a mandated school procedure that is to be read in conjunction with the DfE operational policy framework and attendance policy and initiatives included in the appendix to this procedure.

Overview

Attendance at school is vital to a student's academic and personal success. Attending school regularly improves student learning outcomes and allows students to develop their abilities in a social and supportive context. At Parafield Gardens High School we are committed to supporting students to achieve this.

Scope

The South Australian Government has identified improved attendance as a priority for the Department for Education schools with the aim to achieve 95% minimum attendance for all students. A child who is between 6 years and 17 years is required to attend school unless an exemption is in place. In addition, since 1st January 2009, all students aged between 16-17 years must participate full-time in an approved learning program. This is irrespective of the distance from the school or whether or not the student has a disability. Unless the Minister has granted an exemption from the school, these students are required to be enrolled at a registered or non-government school and must attend school everyday instruction is provided.

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Detail

At PGHS we aspire for:

- All students to achieve 100% attendance.
- All reasons for absences to be clearly communicated by parents/caregivers to the school.
- Early intervention strategies to be implemented to improve and support attendance.

Recording Student Attendance

Attendance is recorded electronically in the Learner Management System (Daymap) every lesson. Attendance taken during lesson is imported into EDSAS for the Department for Education/Centrelink purposes. Specific codes are used to identify the different reasons why students may be absent.

Roles and responsibilities

Parent Responsibility

The parent must:

- Inform the school of the reason for student absence via SMS, email, phone call or diary note;
- Inform the school of extended absences (eg family holidays) and provide a medical certificate where appropriate;
- For potential ongoing attendance concerns inform the school and seek support options;
- Ensure students are at school prior to 8.40am;
- If students arrives late or needs to leave early please a note in the student diary or contact the school;
- Complete and return all correspondence about absences.

It is the parent/caregivers' responsibility to communicate all reasons for absence directly to Student Services either by:

Telephone: 8258 9855

SMS: 0429 558 102 by 8:30am

Daymap Parent Portal: <http://www.pghs.sa.edu.au/ParentPortal>

Email: dl.1137.absenteeinfo@schools.sa.edu.au

...or via Diary note or access through the Schoolzine App.

Parents/Caregivers are required to notify Student Services if students will be late to school and to keep the school up to date with any changes to contact details (including emergency contacts).

Recording Student Lateness

Supervision of students starts at 8:20 am. It is highly recommended that your child arrives soon after this time in preparation for lesson 1. Students who are later to school than 8:40am are required to supply a note and those later than 8:50 am are required to report to Student Services to sign in, and then report to their the subject teacher.

Leaving School during the day

All students must have pre-arranged communication from a parent/caregiver to leave early, or in the event of illness or injury, staff will contact a parent/caregiver for approval. Pre-arranged communication or agreements include home study (senior school students only) or students on modified timetables. Students are required to sign out at Student Services when leaving, at which point they will receive a receipt indicating the time this occurred. They are not permitted to sign out purely to get food off-site. Students leaving in a vehicle driven by another student must refer to the Car Park Permit Policy.

Student Roles

Students must:

- Ensure you are at school and ready for learning prior to 8.40am
- If you are absent, late or need to leave early, ensure you have a note from home or your parent/guardian contacts the school
- If you know you are going to be absent let your teachers know and find out if there is any work that needs to be completed
- Take all notes to the front office
- Ensure you sign in and out via the front office if you are arriving late or leaving early, and collect a late arrival/early departure slip to show your lesson teacher or staff if leaving school grounds.

Teacher Roles

Teachers, Year Level Coordinators, and an attendance SSO will monitor student attendance. If a student has an unexplained absence in the morning, an SMS will be sent to the parent/caregiver requesting a response. Teachers are required to follow the PGHS Attendance Procedure to help support parents/caregivers in keeping unexplained absences to a minimum by taking an accurate class roll at the beginning of each lesson and checking off each student in attendance.

Where a problem of non attendance is identified then appropriate action will be taken which may include parent/caregiver contact, support for the student and parents and/or referral to the Department for Education attendance officer.

Teachers must:

- Mark the roll at the beginning of lessons
- For lesson 1 please allow students 10 minutes to arrive, marking the roll after 8.50am. If students arrive after this time, send student to student services to sign in and collect sign in slip

- Late slips are to be checked for sign in time, if more than 5 minutes has passed between signing in and arriving at the normal classroom please notify YLM via email or SMS
- Check rolls at the end of lessons
- Email or SMS relevant YLC for any suspected truancy
- If you notice any discrepancies in the roll please call the Attendance Officer or Student Services
- If students are more than 5 minutes late to class (lessons 2-5) please mark them as late to class code on daymap
- Teachers are only to select codes of present or late to class
- If students have any diary notes about absences, lateness or needing to leave early please send them with their note to student services for their code to be altered
- Students required by staff during lesson time, need to be marked as approved absence for that lesson by the staff member removing them from the lesson
- All checked excursion or camp rolls must be sent to the attendance officer prior to departure
- Homegroup teachers are required to distribute and collect attendance forms where applicable and put them into the Attendance Officers pigeon hole.

Attendance Officers' Roles

There will be 4 attendance officers focusing on PLUS, ATSI, PACE and Mainstream students:

- The attendance officers will have an alert system on Daymap to alert them when relevant students attendance is above 25% unapproved over a 2-3 week period.
- For the identified students, the attendance officer will call parents to identify the reason for absence (Family, illness, wellbeing etc) and update Daymap with a note that they have called.
- Any bullying and harassment, truanting or learning concerns will be passed onto the relevant YLC and wellbeing concerns to Student Wellbeing Leader to follow up.
- For individual subject concerns refer to the relevant Faculty Leader.
- The attendance officers must monitor grouped attendance data for each year level and chase any students with 10% or above unapproved following the above process.
- For students who appear to be truanting, alert the YLC immediately via email.
- For students who have parents who speak another language, ensure the relevant BSSO is included.
- Organise and attend relevant home visits with the YLC or assigned staff member.

Mainstream Attendance Officer Roles

The attendance officer for mainstream students will additionally:

- Alert teachers of unmarked roles by 11am everyday
- Send relevant SMS for all students who are unexplained absences
- All SMS messages must be checked and updated on daymap (codes and attendance notes)
- Input all absences information including studylines and relevant planned absences
- Update all information received from attendance data sheets
- If the Mainstream Officer is away, the designated student services staff will send out the messages

Supporting information

Related legislation

Education Act 1972

Education Regulations 2012

Disability Standards for Education 2005

Related policy documents

[DfE attendance policy and initiatives](#)

[DfE curriculum, pedagogy, assessment and reporting: early childhood services to year 12 \(policy\)](#)

[DfE standard of educational achievement](#)

[DfE senior secondary reporting](#)

[DfE reporting on Australian Curriculum in Department for Education schools: reception to year 10 \(procedure\)](#)

Record history

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