



Kincumber High School Attendance Procedures

Kincumber High School promotes full school attendance in order to support students in maximising their potential physically, socially and emotionally through a range of procedures aimed at engaging all students.

Kincumber High School implements strategies in partnership with parents/carers, as well as the Home School Liaison Officer, in order to support students facing challenges with attendance.

Attendance procedures are monitored and evaluated by the Senior Executive in conjunction with the Head Teacher Wellbeing in order to ensure all departmental policies are adhered to.

1. Attendance procedures:

KHS Procedure	School Attendance Policy link
<p>All students attend Roll Call at the start of each day. Rolls are organised alphabetically by year group, and are marked electronically via 'Millennium'. The first bell at 8:15am signals that students are to move toward Roll Call venues. Students are to be in Roll Call from 8:21am until 8:30am.</p> <p>Subsequently, rolls are to be marked in every timetabled period by the classroom teacher on Millennium within 15 minutes of class commencement.</p>	<p>11.3. Record keeping requirements for student attendance</p> <p>D. School attendance must be recorded on the attendance register (roll) at the commencement of the school day</p> <p>E. In secondary schools, attendance is also recorded each period or lesson.</p>

2. Whole day absence:

KHS Procedure	School Attendance Policy link
<p>Parents of students marked absent in roll call are notified via automated SMS of their child's absence in a timely manner after roll call. The following SMS message is sent:</p> <p>##school## records show ##fullname## is absent ##fulldate##. Please reply SMS student name/absence reason/absence date.</p> <p>Parents are required to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.</p>	<p>2. What are the responsibilities of parents?</p> <p>Parents must ensure:</p> <p>2.3. they provide an explanation for absences to the school within 7 days from the first day of any period of absence through means such as telephone call, written note, text message or email. The 7 day timeframe for explaining absences is a requirement of the <i>Education Act (1990)</i>.</p> <p>5.1. Principals must ensure the school has effective measures in place to monitor and follow up student absences with parents. Parents must provide an explanation to the school within 7 days</p>

<p>An absentee letter is also sent to parents each Wednesday for any student who has had an unexplained lateness, partial day or whole day absence in the past week (calculated on Tuesday, sent on Wednesday)</p>	<p>of the first day of any period of absence.</p> <p>5.2. Contact with parents on the same day or following day of an absence where parents have not contacted the school is an effective strategy for supporting regular attendance of students and ensuring absences are explained within the required 7 day period. Contact can be made by means such as providing the parents with an Absentee Notice-Compulsory School Attendance, by telephone, email or SMS text message.</p>
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3. Partial absence / lateness (explained)

KHS Procedure	School Attendance Policy link
<p>Explained Late Arrival - If a student arrives to school after 8:24am, they are late and should report to the student counter at the front office. The SASS member will ask if they have an explanation note. The student is to present that note, then a late slip will be issued which they are to take to their current class and hand to the teacher. If a note from parent or guardian is not provided, the late slip generated by the front office will state unexplained, rather than explained.</p> <p>Explained Early Departure - If a student needs to depart early, they should present a note from their parent or guardian to the front office upon their arrival at school that day. That note would need to be sighted and co-signed by a member of the Senior Executive or the Head Teacher Administration. The SASS staff will then prepare a leave pass for the student and call for them at the appropriate time for collection of the leave pass and their departure. The parent or guardian, or approved person collecting the student needs to present to the front office, showing proof of identification, such as a driver's licence, and then sign out the student.</p> <p>Senior students – permitted late start and early departure – Students in Year 11 and 12 may seek approval from their Deputy Principal for a flexible attendance leave pass to be issued. A Flexible Attendance Form is to be signed by parents and returned to the Deputy Principal where upon a</p>	<p>11.3. Record keeping requirements for student attendance</p> <p>G. In the case of late arrival or early departure, the precise times of arrival or departure must be recorded with the relevant attendance register codes.</p> <p>17.1. All government secondary schools are required to issue a leave pass to students (Years 7 -12) who have permission to leave school premises during normal school hours.</p> <p>17.2. The school leave pass assists attendance officers, police officers and community members to identify students who have permission to be out of school during normal school hours.</p> <p>17.4. The leave pass is only valid on the day of issue. Passes must be valid and contain the school logo or name, date and time and able to be recognised by authorised attendance officers, including police officers.</p>

<p>Flexible Attendance Leave Pass will be issued to the Senior student. Students using a Leave Pass must also sign in/out on the Flexible Attendance Senior Student Register at the Front Office and should present that card to a playground duty teacher or other staff member upon request. The student should also be ready to show that pass to a Police Officer or Home School Liaison Officer if requested during school hours.</p>	
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4. Partial absence / lateness (unexplained)

KHS Procedure	School Attendance Policy link
<p>Late arrival - If a student arrives to school after 8:24am, they are late and should report to the student counter at the front office. The SASS member will ask if they have an explanation note. If the student does not have a note, then a late slip will be issued, stating unexplained on it, which they are to take to their current class and show to the teacher but retain as they will need to take that slip home, have it signed by a parent or guardian and returned to the front office the following day.</p> <p>Students who are late more than once in a given week will be addressed by a Deputy Principal at the start of the following week in the Planning Room during Break One for a period of up to fifteen minutes. Students will be reminded of the correct procedure to follow when arriving late to school. Parent contact is made by the Deputy Principal when patterns of lateness continue.</p> <p>If a student is absent from class without explanation, the classroom teacher is to follow up in conjunction with their faculty Head Teacher. In most circumstances, the appropriate sanction will be recording a Confirmed Truancy on Millennium and an after school detention issued by the Head Teacher.</p>	<p>11.3. Record keeping requirements for student attendance</p> <p>G. In the case of late arrival or early departure, the precise times of arrival or departure must be recorded with the relevant attendance register codes</p>

5. Ongoing absence:

KHS Procedure	School Attendance Policy link
<p>Attendance reports of all students with less than 85% overall school attendance are generated on a fortnightly basis and distributed to Year Advisers, Deputy Principals and Head Teacher Wellbeing.</p> <p>An Attendance Notification Letter is to be sent home</p>	<p>8.4. Resolution of attendance difficulties may require more targeted school based strategies including:</p> <ul style="list-style-type: none"> • meeting with the student and parents • referral to the school's Learning and Support Team to identify and implement

<p>at the end of each school term by the Head Teacher Wellbeing to any student whose attendance for the term is under 80%. This letter will indicate to parents whether we as a school are aware or are not aware of circumstances which may be affecting the student's attendance.</p> <p>Year Advisers contact home to discuss any issues leading to unsatisfactory attendance with parents / carers, and to reinforce the importance of consistent attendance. Such conversations are to be recorded on Millennium.</p> <p>If this proves unsuccessful, the Head Teacher Wellbeing will interview the student and make parent contact. As a result of these interactions, referral may be made to the school Learning Support Team, or School Counsellor as appropriate to provide strategies to support student engagement at school.</p> <p>If unsuccessful, a letter will be sent home from the Deputy Principal regarding the importance of sustaining regular attendance.</p> <p>The student may be placed on an attendance monitoring card for a period of up to 10 days.</p>	<p>strategies that address the learning and support needs for the student</p> <ul style="list-style-type: none"> • development of a school-based attendance improvement plan with the student and parents • engaging identified groups of students in programs that support regular attendance and punctuality • referral to the school counsellor • requesting and sharing information and working collaboratively with other government or non-government agencies • use of interpreters and translated materials • seeking advice about culturally appropriate responses from relevant services and working collaboratively with them.
<p>Home School Liaison Officer - If attendance continues to remain a concern and a range of strategies have not made a difference, the student will be referred by the Head Teacher Wellbeing to the Home School Liaison Officer for follow up.</p>	<p>8.6. If a range of school based interventions has been unsuccessful in resolving attendance difficulties the principal should request support by making an application to the Home School Liaison Program and submitting the application to their local Educational Services Team for consideration. Parents should be advised using the Example Letter – Principal to parent advising of Application to the Home School Liaison Program</p> <p>8.7. Copies of communication with parents and documented strategies that the school has implemented to address student attendance issues are to be included with the Application for Home School Liaison support.</p> <p>8.9. When a case is accepted onto the Home School Liaison Program the principal must ensure that the school continues to implement strategies to support the student's regular attendance at school. Regular communication must be maintained between the school and</p>

<p>In the event that ongoing absence is explained as being due to illness:</p> <ul style="list-style-type: none"> • consultation occurs with parents regarding the health care needs of the student • medical certificates are sought for the absences • where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has all relevant information regarding the student's health care needs • strategies are developed in conjunction with the Head Teacher Wellbeing to ensure regular attendance at school. 	<p>attendance officers.</p> <p>7.1. Where frequent absences are explained as being due to illness consultation with parents must occur regarding the health care needs of the child.</p> <p>7.2. Principals can request that the parents provide a medical certificate if they have concerns with the explanation provided, or where there is a history of poor attendance.</p> <p>7.3. Where principals have concerns about the medical certificates being produced for absences they can ask the parents to request that the medical certificate states “the child is unfit for school” on specified dates.</p> <p>7.4. Where principals have ongoing concerns they can request the parent’s consent for a doctor to provide information to the school about their child’s health condition. It is essential the school has all relevant information so that the learning and health care needs of the student can be addressed. If the request is denied or if the principal is still not satisfied with the reason for absence, they can record the absence as ‘unjustified’. The principal must consider whether the habitual absence or parental attitude places the child or young person at suspected risk of harm.</p> <p>7.5. Principals can seek information from prescribed bodies under Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998 where they have ongoing concerns regarding a student’s safety, welfare or wellbeing. They should also the Child Wellbeing Unit (CWU) or if they believe the student is at risk of significant harm the Child Protection Helpline.</p>
<p>In the event that any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student:</p> <ul style="list-style-type: none"> • consideration is given to the requirements of the Protecting and Supporting Children and Young People Policy • all required reports are made to the Community Services Child Protection Helpline or contact made with the Child Wellbeing Unit (as required 	<p>8.10. In managing attendance concerns consideration should be given to whether the pattern of unsatisfactory attendance may on its own or with other risk factors impact on the safety, welfare or wellbeing of the student. Contact with the CWU should be made or a report to the Child Protection Helpline if they believe the student is at suspected risk of</p>

<p>by the <u>Mandatory Reporter Guide</u>).</p>	<p>significant harm.</p>
<p>Absence due to Family Holiday – Students should provide a letter from parents to the Front Office explaining the intended absence from school due to a family holiday.</p> <p>From 2015, such absences will count against the student’s days absent for the year and are no longer considered exempt.</p> <p>In cases where the Principal feels the absence from school is not in the best interests of the student, the parents / guardians may be contacted by the Principal to inform them that the reason for absence will not be accepted.</p> <p>An Application for Extended Leave – Travel may be approved and issued by the Principal where he / she feels the travel is appropriate.</p> <p>When a student’s family holiday is imminent, the front office staff will issue the student with a Student Absence Notification Form which they will take around to their classroom teachers to sign and make comments regarding any required work or missed assessment tasks during that period. The Student Absence Notification Form is then to be returned to the front office for copying and is to be placed in the student file.</p>	<p>14.1. From the beginning of 2015, family holidays and travel are no longer considered under the Exemption from School - Procedures. Travel outside of vacation period is now counted as an absence for statistical purposes.</p> <p>14.2. A Certificate of Extended Leave – Travel should not be issued where the principal is aware that the student has been the subject of a Child Protection report made to Family and Community Services, or contact with the Child Wellbeing Unit, and for whom unresolved issues concerning a risk of harm remain.</p> <p>14.3. A principal should not accept a reason for travel during school term if it is not in the best interests of the student. Educational, social and participation reasons should be specified on the application.</p> <p>14.4. Travel is considered to be domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons, which should be specified on the application.</p> <p>14.5. Principals should consult with parents about the intention of the travel and in the case of family holidays encourage parents to take holidays with their child during school vacation periods.</p> <p>14.6. Where a principal considers that the travel is appropriate during school term, the principal should issue the parent with an Application for Extended Leave – Travel for completion and inform the parent that if the application is accepted, the absences will be recorded as “L” – Leave.</p> <p>14.7. Principals should request travel documentation, such as travel itinerary or e-ticket, and ensure this is attached to the application.</p>

6. Principal's discretion:

KHS Procedure	School Attendance Policy link
<p>The principal has the authority to:</p> <ul style="list-style-type: none">• grant sick leave to students whose absences are satisfactorily explained as being due to illness• accept other explanations for absence and record the absence as "L"• decline to accept an explanation for absence and record the absence as unjustified• grant an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student provided certain conditions are met• grant part-day exemptions from school for periods totalling up to 100 days in a twelve month period• grant exemption from enrolment for students who have completed year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship	<p>6.1. Principals can decline to accept an explanation for an absence and record the absence as 'unjustified'. The parent should be advised that the explanation has not been accepted and a reason for the decision provided.</p>