TENISON WOODS COLLEGE

STUDENT ATTENDANCE PROCEDURE

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<th>STUDENT ATTENDANCE PROCEDURE reviewed by:</th>
<th>Date:</th>
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<td>SIGNED (Principal or Delegate)</td>
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<td>SIGNED (Board Chair)</td>
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<td>SIGNED (Responsible Leadership Member)</td>
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<td>POLICY TO BE REVIEWED BY (person/role):</td>
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<td>DIRECTOR OF WELLBEING</td>
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Review Date:
STUDENT ATTENDANCE PROCEDURE

Rationale

Student attendance data is used for legal, student welfare and achievement purposes, as well as school resourcing. Therefore it is critical that the data be kept accurately. Such data may also be used for auditing purposes, allowing for specific analysis and appropriate policy responses.

Legal expectations in relation to the explanation of failure by a student to fully participate in their educational program:

All written explanations, replies to absentee notes, medical certificates and other documentation are to be kept at the school for a period of one year and made available to a student attendance counsellor on request. The teacher must endorse each such note with the date on which it was received at the school. Written explanations in school diaries are considered acceptable. All other written notes must be submitted to Pam Ronan Centre (PRC) Administration or PRC Administration for the absentee officer to place in the student's file.

Tenison Woods College, as with all other schools, must document all information relating to non-attendance, such as phone calls, contact with homes and mandatory notification. SIMON will be the common entry point for such documentation.

Responsibility of Parent/Carer

- If a student is absent, parents/carers are asked to call the absentee phone line (08 8724 4659), or if known prior to the date, provide a written explanation to their Homegroup teacher.
- If a student is late, a note explaining why must be written in the student’s diary.
- Students must sign in at the school office using the SIMON Kiosk (R-9 at the Front Office, 10-12 at the Pam Ronan Centre) if they arrive at school after 8.45am.
- If a student is to be absent from school for a one week period or more, an exemption form is to be completed and forwarded to the Principal for approval.
- When sick for three consecutive days, a Doctor’s Certificate is required.

Responsibility of Tenison Woods College staff

- Student attendance is to be entered in SIMON by the Homegroup teacher between 8.45am-9.00am.
- Student attendance is to be taken in each lesson for Year 8-12 students by the subject teacher.
- Student attendance is to be taken in the Homegroup period and during specialist lessons (Music, ICT, Italian, PE) for R-7 classes.
- If a student arrives after 8.45am, the student is to be marked late.
- Homegroup teachers will be contacted via the Front Office if student attendance is not entered by this time.
- If the student arrives after Homegroup, the student must be sent to sign in via SIMON Kiosk at the Front Office or PRC Office.
- Families of students with unexplained absences will receive an SMS from the College.
- The Absentee Officer will note the reason and change it on the system.
- If the student is sick for three consecutive days or more; a Doctor’s Certificate is required. This is to be collected by the Homegroup teacher and will be stored in SIMON by Administration.
- When a student is absent 'unexplained' three days out of a five day period, the Homegroup teacher is to make contact with the parent/caregiver. The Homegroup teacher is to also liaise with the relevant Wellbeing Coordinator.
- If the reason and/or frequency for the student’s absence is of concern, the Homegroup teacher is to make an entry in SIMON. The Director of Wellbeing; Head of School and Wellbeing Coordinator will receive a subsequent alert. Appropriate action will be identified.
- Repeated unexplained absences/chronic non-attendance (10 days or more per term) are to be reported to the Director of Wellbeing who will make a report to the DECS Attendance Officer as well as make a Mandatory Notification. Prior to taking this course of action, the Homegroup teacher must have worked with the relevant Wellbeing Coordinator to remedy the absence issues. Challenging cases of non-attendance will generally be handled with the Director of Wellbeing and the Wellbeing Support Structure.
- At the end of each term, Homegroup teachers will sign a print out of the Homegroup attendance data to validate this student data, and student attendance data. This is a hard copy and is to be returned to the PRC Office or Front Office accordingly.
Procedure to address student lateness

- Unexplained absences that are marked on the roll will be followed up with an SMS to the parents/carers by the College Office Staff. This step is critical as inaccurate recording of student absences can place the office staff in a compromising position when an SMS is sent to a family when the student is either at school, or the reason for absence has been provided, but not documented by the Homegroup teacher.

- A student who is late twice in a week or the same day on consecutive weeks (i.e. there is a pattern of lateness developing) will receive a sticker / note in their diary from their Homegroup teacher. This indicates that the lateness breaches the enrolment contract and is to be signed by a parent/carer. An example is provided below.

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Dear ________________________________
____________________________
was late for the ______ occasion this week / in two weeks, which is a breach of
their enrolment contract with the College. Could you discuss this issue with your child and assist them to take the necessary
measures so that this pattern of lateness ceases and your child arrives at school by 8:40am.

Regards,
Teacher’s Name: ___________________________ Date: ________________
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- Patterns of lateness that are not remedied by the students will result in a second diary sticker / note from their pastoral care teacher indicating that the student will participate in lunchtime catch up work or lunchtime community service. An example is provided below.

```
Dear ________________________________
____________________________
has not addressed the issue of lateness as requested in my last correspondence. As
such, they will therefore participate in:
    - lunchtime catch-up work
    - lunchtime community service

on ____________________________

Regards,
Teacher’s Name: ___________________________ Date: ________________
```

- Repeated patterns of lateness that are affecting the student’s progress and are not being addressed by the student will result in a letter from the Head of School requesting that the family meet with them to discuss this situation to find a solution to the lateness.

- Significant records of lateness that have affected the student’s progress and have not been addressed by the student and their family will result in a letter from the Principal being sent to the parents indicating that the parents and students meet with the Principal to discuss the cessation of the enrolment contract.