



## 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 communication regarding student absences, including medical certificates, is to be kept on record for a period of one year and can be made available to a student attendance counsellor on request.

**Student absences from significant and/or compulsory College events, activities or excursions must be notified to the College prior to, or within 24 hours of, the event occurring. The College expects all students to attend these events as part of the student's enrolment commitments. The College has the discretion to formulate a response to unexplained absences.**

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

### **Responsibility of Parent/Carer**

- If a student is absent, parents/carers are asked to either; call the absentee phone line on 8724 4659 and leave a message; send a text message to 0429 134 568; or provide an email to the Pastoral Care teacher stating the child's name, their homegroup, and the reason they are away for the day.
- If students arrive at school after 8.45am, they must sign in at the school office using the Kiosk - Junior School students (R-6) at the Front Office, Middle School students (Years 7-9) at the Middle School Student Office and Senior School (Years 10-12) at the Pam Ronan Centre.
- If a student needs to leave early, parent communication to the College is required to confirm arrangements, prior to the student signing out at the Kiosk.
- If a student is to be absent from school for a one-week period or more, a pre-arranged exemption form is to be completed and forwarded to the Principal for approval.
- An SMS will be sent (from 0429 134 568) if a parental call has not been made to confirm absence and to provide an opportunity to confirm a reason for a students' absence.

### **Responsibility of Tenison Woods College staff**

- Student attendance is to be entered in SEQTA by the Pastoral Care teacher between 8.45am-9.00am.
- Student attendance is to be taken in each lesson for Year 7-12 students by the subject teacher.
- Student attendance is to be taken during daily Pastoral Care and during specialist lessons (Music, ICT, Italian, PE) for R-6 classes.
- If a student arrives after 8.45am, the student is to be marked late.
- If the student arrives after Daily Pastoral Care, the student must be sent to sign in via Kiosk at the Front Office, 7-9 Middle School Student 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 SEQTA system.
- When a student is absent 'unexplained' for three days out of a five-day period, the Pastoral Care teacher is to contact the parent/carers. This is to be recorded in SEQTA - SIP – attendance as 'low' and indicating to notify teachers' coordinators and teachers.
- If the reason and/or frequency for the student's absence is of concern (5 unexplained absences) the Pastoral Care teacher records in SEQTA as 'medium' and indicates 'notifying teachers coordinators to follow up'. The Wellbeing Coordinator/Head of School/Director of Wellbeing are notified. The Wellbeing Coordinator/Head of School will follow up.
- Subsequent absences (several unexplained in a term) requires a home visit/parent meeting with a Wellbeing Counsellor/Wellbeing Coordinator or HOS. A reengagement plan/growth action plan is to be negotiated with the student and families which is to be included in their PPL. This is to be recorded on SEQTA notifying teachers and coordinators of the plan.
- Repeated unexplained absences/chronic non-attendance (10 days or more per term) are to be reported and recorded as 'high' in SEQTA notifying the Director of Wellbeing who will make a report to the DECD Attendance Officer as well as make a Mandatory Notification. Challenging cases of non-attendance will generally be handled with the Director of Wellbeing and the Wellbeing Support Structure.

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### **Procedure to address student lateness**

- Students will be marked late in SEQTA if more than 5 minutes late.
- If a pattern of lateness develops the student will receive community service. Communication will be made to the parent/carer.
- Repeated patterns of lateness that are affecting the student's progress and are not being addressed by the student will result in a call from the Head of School requesting that the family meet with them to discuss this situation to find a solution to the lateness.

### **Staff procedure**

- If a **student is learning from home** and present for Daily Pastoral Care or a Lesson, the teacher is to **mark '\*\*** in the **SEQTA** roll.
- If a student is absent from online learning:

- First absence - The Pastoral Care/Subject Teacher will record the absence on the SEQTA roll and send a follow up email to the parent/carer.

*Record this contact in SEQTA, SIP- Pastoral Care notes - Attendance - low.*

- Second absence - The Pastoral Care Teacher/Subject Teacher will record the absence on the SEQTA roll and phone the parent/carer informing them of their child's second unexplained absence.

*Record this contact in SEQTA, SIP- pastoral care notes - Attendance – medium and tick the restrictions box to include the Wellbeing Coordinator and Head of School.*

- Third absence - The Pastoral Care Teacher/Subject Teacher will record the absence on the SEQTA roll and the Wellbeing Coordinator or Head of School will phone the parent/carer.

*Record this absence in SEQTA under, SIP-pastoral care notes - Attendance and tick the flag for follow up, tick restrictions box to include the Wellbeing coordinator and Head of School/Director of Wellbeing and tick the first three boxes under notifications, staff.*

- If any further unexplained absence is recorded, the Head of School/Director of Wellbeing will follow up.

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