

# TERANG COLLEGE

# STUDENT ATTENDANCE & ABSENCE

## POLICY (Student)

### 1. RATIONALE

- 1.1 As attendance at school is intrinsic to educational opportunity, Adult A and Adult B are to notify the College of the reason for any absence of the child they are in care of.
- 1.2 It is the responsibility of each school to develop a policy for the support and maintenance of student attendance.
- 1.3 To support student safety, learning and wellbeing and to know when and why a child is absent and Adult A and Adult B need to know if their child is not at the College.
- 1.4 To improve learning outcomes through school attendance and to understand the reasons for absences and reduce truancy.

### 2. AIMS

- 2.1 All directions contained in DET Student Attendance Guidelines be adhered to.
- 2.2 Schools and Adult A and Adult B should develop a partnership in their approach to student attendance.
- 2.3 To develop prompt communication to promote daily school attendance.

### 3. IMPLEMENTATION

- 3.1 Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2 Students:
  - 3.2.1 are expected to be at the College by 8.50 am
  - 3.2.2 may not be at the College prior to 8.35 am unless prior arrangements have been instigated by or arranged with the College.
  - 3.2.3 are to be ready to commence curriculum activities immediately
  - 3.2.4 who arrive late after recess or lunch will be dealt with under College discipline codes.
- 3.3 Attendance Records:
  - 3.3.1 Absences for each home group, period and event will be recorded on Compass or Attendance Roll (if Compass not available) by the staff member in charge of the group.
  - 3.3.2 All notifications received explaining a student's absence are to be forwarded to the administration team who will update the student's absence records to approved and enter the reason for the absence.
  - 3.3.3 For suspensions, the administration team will:
    - 3.3.3.1 Generate the suspension letter and forward to the parent / guardian
    - 3.3.3.2 Enter any suspension dates on the relevant student's attendance records.
  - 3.3.4 If a child is present at the College but is required 'outside' of their scheduled class:
    - 3.3.4.1 it is the responsibility of the overseeing staff member to Add a School Activity on Compass for the student/s
    - 3.3.4.2 if attendance has been marked Not Present for the student's scheduled class, the teacher will update Compass from Not Present to Late when the student arrives to class.
      - 3.3.4.3 This process is to include student workers, meetings, music, rehearsals, detentions, wellbeing, etc.
  - 3.3.5 Co-ordinators and P-4 Assistant Principal will:
    - 3.3.5.1 scrutinize attendance records regularly and identify any action needed.
    - 3.3.5.2 monitor late arrival and early departure reasons.
    - 3.3.5.3 contact Adult A or Adult B
      - 3.3.5.3.1 if the student is absent for two consecutive days without a reason.
      - 3.3.5.3.2 if attendance is below 90%.
      - 3.3.5.3.3 when the student does not participate in College activities on two or more occasions.
      - 3.3.5.3.4 when believed to be in the student's best interest to leave the College – students are not to contact Adult A or Adult B directly to arrange this.
  - 3.3.6 Absences without reason which cannot be dealt with by the College are to be reported to Department of Education and Training.
- 3.4 Adult A and Adult B Communication:
  - 3.4.1 Adult A and Adult B will be informed it is their obligation to inform the College the reason for a student's absence:
  - 3.4.2 Adult A or Adult B will be requested to take action if the child repeatedly arrives late each morning to the College.
  - 3.4.3 The College will send a SMS where a student is marked Not Present without a known reason:
    - 3.4.3.1 at 9.30 every school day
    - 3.4.3.2 to Adult A listed on College records (the first listed Adult on the student's Compass Profile personal tab)
    - 3.4.3.3 will be based on attendance marked at home group and the first session of the day
    - 3.4.3.4 and the SMS will include a link for Adult A to tap and provide absence details.
- 3.5 Students arriving late to the College:
  - 3.5.1 P-4 Campus
    - 3.5.1.1 must enter their details in the College Sign In / Sign Out Book located at the general office
  - 3.5.2 5-12 Campus

- 3.5.2.1 must enter their details in the kiosk located at the general office.
  - 3.5.2.2 must be seated in view of the general office before joining their class at the commencement of the next session – no books or iPads will be used during this time.
  - 3.5.2.3 the exception to 3.5.2.2 is if a student arrives late to school with a note from Adult A or Adult B he or she may go straight to class where the teacher will update Compass from Not Present to Present.
- 3.6 Early Departure from the College:
- 3.6.1 Students leaving early are required to:
    - 3.6.1.1 provide notification from Adult A or Adult B to authorise the student to be dismissed from the College prior to the end of the school day – Adult A and Adult B will be encouraged to provide advance notice when this is to occur.
    - 3.6.1.2 obtain a 'Student Out of Class Notification' form from a staff member and present it to the office when signing out
    - 3.6.1.3 take responsibility to remember to report to the office as arranged.
    - 3.6.1.4 enter their details in the kiosk (5-12) or College Sign In / Sign Out Book (P-4) located at the general office.
  - 3.6.2 All students are to be collected from the office - Adult A and Adult B are permitted to take their child/ren directly from the classroom without pre-arranging early departure at the office.
  - 3.6.3 In the event it is not Adult A or Adult B collecting the student, Adult A and Adult B must provide the College notification advising who will be collecting the student.
- 3.7 In the event of students being absent from the College for more than three days due to illness, Adult A or Adult B may request, via the co-ordinator, work be made available for the student.
- 3.8 Where possible, announcements requesting students to come to the office will only occur between teaching periods.
- 3.9 Students will not be sent home outside of normal dismissal time unless prior contact has been made with Adult A, Adult B or their emergency contact.

## 4. EVALUATION

- 4.1 This policy will be reviewed as part of the College three-year review cycle.

*Approved by College Council on 20/08/2018*