



## SECONDARY SCHOOL ATTENDANCE

### CATEGORY

Procedure

The following guidelines are to be followed in the Secondary School.

### DAILY ROUTINE

Secondary School staff are required on campus by 8 15 am in preparation for the commencement of the School day at 8 30 am. Staff members are rostered on bus duty (Thelma Street) from 7.45am to supervise students as they arrive at the College.

- Recess commences at 10.20am and concludes at 10.50am.
- Lunch is 40 minutes long and begins at 1.00pm and finishes at 1.40pm.
- The school day ends at 3.30pm for the Secondary School.
- Pastoral Day times differ and are: recess, 10.10-10.40am; lunch, 1.10-1.50pm.
- There is no formal supervision of the College grounds before 8.30 am and after 3.30pm.
- Parents are requested not to drop their children off at the School before 8.15am and to collect them promptly at the end of the day.
- Staff are rostered on bus duty (Thelma Street) from 3.30 pm until 4 pm as students leave the College.
- For duty of care, a staff member is in the Sports Centre from 4.30-6.30pm Monday to Friday (term time only).

### STUDENT ABSENCE

The College has a duty of care to know where every student is at all times. The parent/guardian is responsible for informing the College of any known absence. Any unexplained absences will be followed up on by a member of the Pastoral Care Team.

#### Staff

- Staff use Synergetic to record class attendance under Student Attendance Maintenance. This is to be done on a period by period basis.
- Period One attendance must be recorded before 9 am.
- A student will be marked absent if they are not present in class.
- If a student is late to class, they will be marked as present but late and, the time of arrival to class will be noted in Synergetic.
- If a staff member is covering a relief class, they are to complete the attendance check on Synergetic for the teacher they are covering. If a relief teacher does not have access to a computer and / or cannot log on to Synergetic, they will be provided with a hard copy of the class list. They will take the roll on this and submit it to the Secondary School Attendance Officer (period one submitted by 9 am, periods 2 – 6 at the end of the period).

The Secondary School Attendance Officer will contact staff to follow up when class attendance has not been completed on Synergetic.

Staff running excursions or incursions are to provide the Secondary School Attendance Officer with details of the excursion and class lists of students involved (the Boarding House must also be notified). Likewise, the Attendance Officer must be provided with weekly music, drama, speech and drama and voice lesson times for students from the relevant staff. On days where normal teaching and learning programs do not run (eg, Athletics Carnival) staff will be issued with a hard copy roll that is to be returned to the Attendance Officer before 9am. On these days, the roll will be taken a minimum of two times during the day.

### **Parents/Guardians**

Should a child be absent from school for any reason, the parents should telephone Secondary School Attendance or email ssabsentees before 8 30 am on the day of the absence.

A telephone call must be followed up with a written note or email upon the student's return to school. This note **MUST** be returned directly to the Secondary School Attendance Officer. Pro-forma notes are available in the back of the student diary for parent use.

The Secondary School Attendance Officer will contact all parents of students who are absent without notification by SMS, phone or email.

The Secondary School Attendance Officer will follow up all unexplained absences or lack of response to the initial SMS, phone call or email with an SMS, telephone call or email to the parent/guardian of the missing child.

Extended absences or multiple absences over a period of time will be reported to the relevant Head of Year who will contact the parents/ guardian seeking an explanation. The Head of Year receives a weekly print out of student absences for their year group. This can be done daily when required or to check an individual's attendance record.

### **STUDENT REGULAR ABSENCES**

The Attendance Office will print out a weekly attendance report for each year group. The Head of Year will monitor the attendance of students in their year group. If a student is absent on a regular basis their parents will be contacted and a reason for the absences requested. The student may be placed on an Attendance Contract and parents may be called in for an interview with either the Dean of Pastoral Care or the Assistant Dean of Pastoral Care. If the school believes the reasons for the absences are inadequate and the absences continue the student will be reported to the Canning District Retention and Participation Unit, Department of Education. Continued absence may result in termination of enrolment.

### **FULL FEE PAYING OVERSEAS STUDENT ABSENCES**

The absences of a full fee paying overseas student will appear in red on the weekly print out of student absences received by the Head of Year. The Head of Year will follow up when two or more day's absence is recorded. The Head of Year will then notify the Assistant/Dean of Pastoral Care for follow up.

### **STUDENT LATE ATTENDANCE**

Should a child be late to school for any reason, the parents are required to contact the Secondary School Attendance Officer by telephone or email before 9 00 am on the day of the late arrival and then accompany the late arrival with a written note.

If the student arrives at the College after the commencement of Period One, they are required to sign the Late Book at the Secondary School Attendance Office where they will be issued with a Late Slip. The student must take the Late Slip to her classroom and present it to the teacher.

### **STUDENT ILLNESS DURING THE DAY**

If a child feels ill during school time she will be sent to the Secondary School Attendance Office. Here she will be issued with a Health Slip for the Health Centre. Once assessed by the Nurse, a student may remain in the Health Centre for treatment and then return to class or she may remain in the Health Centre for an extended period of time. Alternatively a parent may be contacted to come and collect their daughter from the Health Centre.

If a child is injured during school time the same arrangements will apply. The Nurse will assess the injury and either treat it or seek immediate medical treatment outside of the College. Parents will be contacted.

## **STUDENTS LEAVING THE COLLEGE DURING THE SCHOOL DAY**

Students are not allowed to leave the School premises during the school day unless they have parental permission. If a student must leave the College during the day, she must bring a signed note, the parent may ring ahead of time or alternatively an email may be sent to ssabsentees. When leaving the College, the student must sign the exit book located at the Secondary School Attendance Office. The student will be issued with an Exit Slip.

## **STUDENT ABSENCES FOR HOLIDAYS DURING TERM TIME**

As students are required to attend school by law the College asks that families make travelling arrangements during holiday periods to avoid any disruption to the learning and homework routines of their children.

The Head of Year or Assistant/Dean of Pastoral Care will respond to all requests for extended leave. The College does not support or encourage student absence during term time except for medical or compassionate reasons.

The College stance is that it is not the responsibility of the classroom teacher to provide extra work or catch up work when holidays are taken during term time. It is the responsibility of the student to ensure that all assessments / assignments are completed prior to her departure. The Head of Year will email the teachers of the student to inform them her impending absence. The student is encouraged to approach their teachers for work prior to the commencement of their vacation. The College cannot be held accountable if the child falls behind.

The Principal has the authority to approve or disapprove the requested leave depending upon circumstance, age of the child and the effect that the leave may have on the child's educational attainment. For example, Year 12 students will not be granted leave for any reason other than genuine illness if the leave is requested during an examination period.

If a student is absent for a prolonged period of time due to illness or medical reasons, the College will work with the student to manage her education program.

## **STUDENTS WHO END THEIR ENROLMENT**

When a student leaves the College and enrolls at another secondary school a transfer note will be sent to Penrhos from the school in which the student has enrolled.

When a Year 11 or 12 aged student leaves Penrhos for full time employment or training, a Notice of Arrangement is sent by the College to the parent/guardian for them to complete. Once completed the parent/guardian return this form to the Participation Unit, Department of Education. The College is notified by this Unit when the Notice of Arrangement has been approved. The College will follow up if notification isn't received after one month and refer the young person to Participation.

(Request for Assistance form is attached)

**Note:** if a Year 10 aged student wishes to leave school for employment, an Exemption form must be submitted to the Department of Education Services.

They will notify the Principal when it is approved.

## **STUDENT TRACKING SYSTEM K - 12**

When a student leaves Penrhos and a transfer note is not received the student is known as 'missing'. If a student is missing and the parents cannot be located the school will ring the emergency contacts, visit the student's home (if convenient), and contact known relatives and peers. If the student cannot be located despite reasonable attempts, the College will inform Student Tracking. If the student is unable to be located, they will be listed on the 'Student Whereabouts Unknown' list. All steps taken by the College to locate the student will be documented.

**ADOPTION AND REVIEW**

A copy is made available to all staff. A copy is available on the College Portal.

This policy and its accompanying procedures are evaluated and reviewed every two (2) years.

**LAST REVIEW DATE:**

March 2016

**NEXT REVIEW DATE:**

March 2018

**OWNERSHIP**

Dean of Pastoral Care