



SCHOOL ATTENDANCE POLICY & PROCEDURES

CONTEXT / BELIEF STATEMENT

At Millicent High School we believe school should provide a safe, success orientated and caring environment. We believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential.

Our aim is to ensure all students can access equitable educational outcomes. Monitoring of school attendance enables identification of students at risk and the early implementation of intervention strategies. We believe the early detection and assessment of the causes of school non-attendance and the provision of organisational structures, which are responsible to the needs of students, is vital.

All members of the school community are expected to meet the requirements of attendance and work to the best of their ability and skill as consistently as possible. ***Student attendance is everyone's business.***

It is the combined responsibility of school staff and caregivers to ensure the maximum attendance of all students at school, whether above or below compulsion.

This policy incorporates the Department for Education and Child Development Administrative Guidelines (3.3) on attendance, the Social Justice Policy, and the Student Behaviour Management Policy of Millicent High School.

AGE OF COMPULSION

A child who is at least 6 years old but not yet 17 is of compulsory school age. Every child of compulsory school age, irrespective of distance from the school or whether disabled or not, is required to be enrolled at a government or non-government school, or the Open Access College, and is required to fully participate in the education program arranged and approved by the enrolling school.

The implementation of the Compulsory Education Legislation requires all young people between the ages of 16 and 17 to participate in a full-time approved learning program, which is education or training delivered through a school, university or registered training organisation, an apprenticeship or traineeship, or a combination of these.

Regular attendance at school is important because **access** and **attendance** are the preconditions for **participation, retention** and **attainment**, and particularly for those students most educationally disadvantaged.

The primary responsibility for meeting this legal requirement rests with the parent/guardian. The responsibility for enforcing school attendance is with the Department for Education (DfE). ***The Department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.***

The responsibilities of the Principal, School Staff, Parents / Caregivers and Students are outlined in the DfE Policy and can be found on the DfE website.



Schools are expected to:

- Aim to achieve 100% attendance for all students (other than sickness and family reasons)
- Follow up all absences.
- Counsel students and their families of chronic non-attenders about the impact of attendance on achievement.

Purposes:

- To monitor students' attendance at school and collect data about attendance and non-attendance.
- To monitor students' attendance in lessons.
- To liaise with caregivers, and where necessary, outside agencies in order to maximise student's attendance.

IMPLEMENTATION ACTION

- Home Group teachers will complete an online class roll on SENTRAL in Home Group each morning. This information is uploaded from SENTRAL to EDSAS at the end of each day.
- An SMS text message will be sent at 10.00am (Years 8,9,10,12,13) and 2pm (Year 11) to parents/caregivers of students who are absent for the day.
- If a student arrives after 9.05, a text message will still go out if students do not sign in. Explanations for unexplained absences will be updated daily.
- Home Group teachers will monitor and be aware of patterns of absenteeism and follow up by making contact with parents/caregivers.
- Subject teachers will document attendance at lessons.
- An EDSAS printout will be provided to Home Group teachers twice each term to update information regarding reasons for absences as well as ensuring that SENTRAL and EDSAS match.
- The Wellbeing Coordinator and relevant Year Level Manager will provide support to staff in monitoring attendance.
- A letter is generated by the Front Office staff and endorsed by the Home Group Teacher and sent to the parent/ caregiver.
- If a student is absent for 5-10 days per Term a pre-referral discussion will occur with the Wellbeing Coordinator.

REVIEW

A review of the policy will take place biannually and is the responsibility of the Wellbeing Coordinator.

FOR MORE DETAILS PLEASE CONTACT

Millicent High School

Phone (08) 87332400

Fax: (08) 87332166

Email: dl.0780.info@schools.sa.edu.au

Mt Gambier Education Office

Phone: (08) 87245300