

# SWANSEA HIGH SCHOOL



# ATTENDANCE POLICY 2025

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## **Rationale**

The Swansea High School Attendance Policy is designed to improve the implementation of our attendance procedures and processes with the overall goal of improving student attendance and student learning outcomes for all students at Swansea High School.

## **Aim**

The Swansea High School Attendance Policy acknowledges that:

*“Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnerships with parents are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences. Schools, in providing a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students’ sense of wellbeing and belonging to the school community.”*

Student Attendance in Government Schools Procedures (2015).

The aim of this document is to:

- Ensure a clear understanding of the roles and responsibilities of various levels of staff at Swansea High School in relation to attendance.
- Improve attendance procedures to ultimately increase student attendance at Swansea High School.

## **Roles and Responsibilities**

### ***Role of the Principal***

- Implement the Attendance Policy
- Support staff to efficiently implement the Attendance Procedures
- Ensure that students and their families can be connected to relevant services within the Department of Education and external support networks.
- Ensure that Attendance Procedures align with the School Plan
- Provide all school staff with training to implement school attendance policies and procedures.
- Supervise personnel with delegated responsibilities for monitoring attendance records
- Grant exemptions for students, as per the Exemption Procedures document:
  - Where a long term absence has been approved
  - Where other explanations for absence have been accepted and absence is recorded as Leave “L”
  - Enrolment of students who have completed year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship (See the Exemption from School – Procedures).

- Decline to accept an exemption for absences and record the absence as unjustified
- Approve all HSLO Referrals
- Approve requests for identified students to present medical certificates for all absences.

### ***Role of the Deputy Principal***

#### Policies and procedures

- Implement Attendance Procedures
- Review Attendance Procedures annually

#### Truancy / Lateness

- Implement consequences for students who truant multiple subjects in a day. Log interactions into Sentral.
- Monitor students who repeatedly truant and implement appropriate program and consequences
- Interview students who are late and implement appropriate strategies.

Attendance, with a primary focus on supporting students and their families where the attendance is below 75%, or the student is at risk.

- Meet with the Attendance Co-ordinator weekly to develop and monitor individualised Attendance Plans.
- Provide information to students and parents in relation to their attendance expectations at school. This includes the consequences for continued poor attendance.
- Maintain effective, respectful and collaborative relationships with students, carers, parents and any agencies involved in supporting a return to school.
- Develop strategies to encourage and improve regular attendance at school
- Develop partial attendance plans, as required
- Alert the Principal when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer within required timeframes
- Liaise with external agencies, arrange referrals and co-ordinate the involvement of the school with other services and agencies working with students.
- Concerns about the safety, wellbeing or welfare of a young person must be reported to the Principal
- Where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has all relevant information regarding the student's health care needs.
- Access the Mandatory Reporter Guide where there are concerns that students are at risk due to safety and/or neglect due to poor attendance
- Manage partial attendance with Attendance Monitoring Cards that are aligned to the school's PBL Program

### ***Role of the Attendance Coordinator (HT Administration)***

Policies and procedures

- Implement Attendance Procedures
- Review Attendance Procedures annually.
- Utilise Scout data to identify areas of concern and effective strategies
- Provide training for staff at the beginning of the school year in attendance procedures. All staff to have a copy of the procedures, including casual staff
- Ensure that the current Attendance Policy and Procedures are available to families via the website
- Provide information to students and parents in relation to their attendance expectations at school. This includes the consequence for continued poor attendance.
- Regular attendance focuses to be included in the Newsletter and Facebook
- Regular attendance at Learning Support team meetings to support children with attendance concerns

Truancy / lateness / Roll Marking

- Ensure that all rolls are marked every day
- Use PXP Wizard to identify all incidents of truancy
- Send SMS messages for truancy, and follow up on parent responses
- Send a list of truancy incidents to appropriate teachers and Deputy Principals for follow up with the students
- Use PXP Wizard to identify roll marking anomalies and lateness. Send a copy of the information / questions to the appropriate teachers and the Deputy Principals. Follow up and ensure that the anomalies are rectified.

Weekly Phone Calls

- Identify students who were absent from school 3 or more days the previous week. Analyse the data and highlight the students who have significant overall absences and / or unexplained absences for the week.
- Discuss the phone calls with the Deputy Principals
- Make the phone calls, log discussion into Sentral, email the Front Office with absence explanations and make referrals, as appropriate.

Attendance, 100%

- Identify recipients of termly 100% awards. Send the names to the Front Office for processing and present awards at Achievement Assembly
- Identify recipients of annual 100% awards. Send the names to the Front Office for processing. Organise the prize to be presented with the certificate which will be presented at the Annual Presentation Assembly.

Attendance, 90 – 100%

- Commendation Awards to be presented at Year Assemblies for each student who has achieved 90 – 100% attendance in the previous term.
- Randomly drawn reward for a student from each year group who achieved 90 – 100% attendance in the previous 5 weeks. To be presented at a whole school assembly twice a term.
- The Roll Call Class who gained the best attendance for a 5 week block will be rewarded with breakfast.
- Students to track their own attendance during LAW Lessons.

Attendance, 75 – 90%

- NIPS Days. These will occur twice per term and will include the Year Advisers, HT Wellbeing and HSLO.
- Oversee each Year Advisor's case load of 5-10 students per term.
- Support the HT Wellbeing with the organisation of the Attendance BBQ.
- Organise a letter to be sent home for students whose attendance was 75 – 90% in the previous term.
- Students to track their own attendance during LAW Lessons.

#### Attendance, 0 – 75%

- Meet with the Deputy Principals weekly to develop and monitor individualised Attendance Plans (proforma attached).
- Ensure that all aspects of the plans are implemented including Letters of Concern, meetings, Attendance Contracts, in-school referrals and HSLO Referrals
- Maintain effective, respectful and collaborative relationships with students, carers, parents, the Home School Liaison Officer and any agencies involved in supporting a return to school.
- Organise meetings with students, parents/carers and the HSLO
- Consult with parents who have students who are away for a long term period regardless of explanations. Request medical certificates, as appropriate
- Develop strategies to encourage and improve regular attendance at school
- Alert the Deputy Principal when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer within the required timeframes
- Attend fortnightly meetings with the HSLO and log minutes into Sentral
- Discuss attendance concerns at the Learning Support Team meetings to enhance individualised Attendance Plans
- Students to track their own attendance during LAW Lessons.

#### ***Role of the Head Teacher Learning and Support***

- Ensure that the learning and support needs of students with attendance concerns are addressed in consultation with parents. These students will be identified via Learning Support Team minutes.

#### ***Role of the Head Teacher Wellbeing***

- Ensure that the health care needs of students with attendance concerns are addressed and that plans are current. This is to be completed in consultation with parents
- Work with the Attendance Co-ordinator and the Year Advisers to support students whose attendance is 75 – 90%
- Organise the termly Improvement BBQ for students identified by their Year Advisor
- Organise to 90 – 0 – 0 celebration each Semester.
- Attend the weekly Attendance Meeting.

***Role of the Year Advisor*** Identify 5 – 10 students whom they will intensively support to improve their attendance. Their caseload is to be reviewed each 5 weeks

- Support students, as requested at Learning Support Team meetings
- Liaise with the Attendance Co-ordinator regarding issues effecting attendance
- Participate in NIPS Days

***Role of the Faculty Head Teacher***

- Support teachers to develop a plan to support students who repeatedly truant their lesson
- Ensure staff are at roll call on time
- Assist in marking rolls for late or uncovered staff
- Support casuals by showing them how to mark their rolls in Sentral. All rolls need to be entered by the end of the day

***Role of the Teacher***

- Implement consequences for students who truant a single subject in a day. Log interaction into Sentral.
- Monitor students who repeatedly truant their subject. Refer to Faculty HT for additional support, as required.
- Mark the roll within the first 15 minutes of each lesson

***Role of the Aboriginal Education Officer***

- Support and mentor Aboriginal students to improve their attendance
- Attend meetings with the Attendance Co-ordinator or the Deputy Principals to support students who Have poor attendance

***Role of School Administrative Support Staff***

- Notify families of lateness and absences daily through the use of SMS messages
- Implement all responses to the SMS messages, as appropriate
- Implement absence information from the Attendance Co-ordinator, as appropriate
- Notify the Attendance Co-ordinator of students who are having frequent absences for illnesses
- Mark as unexplained any absence without a doctor's certificate or similar, as requested by the Attendance Co-ordinator or the HSLO

***Role of the Parent***

- Parents are required to provide an explanation for absences within 7 days of the first day of any period of absence
- Provide medical certificates for student absences
- Encourage their children to attend school regularly
- Attend meetings arranged with the school and the HSLO to discuss their child's attendance

***Role of the Student***

- Attend school everyday, except when they are unwell.

- Catch up on work missed when not at school.
- Attend all lessons and be ready to learn