



Policy

Attendance Policy

Summary

This policy sets out the framework, guidelines and obligations regarding processes at Seaford Secondary College.

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1. TITLE

Attendance Policy

2. PURPOSE

Attendance at school is vital to a student's academic and personal success. Attending school regularly maximises student learning outcomes and allows students to develop their abilities in a social and supportive context. At Seaford Secondary College we are committed to supporting students to achieve this.

3. SCOPE

The South Australian Government has identified improved attendance as a priority for the Department for Education (DfE) schools.

A child who is between six years and 16 years is required to attend school. In addition, since 1st January 2009 all students aged between 16 - 17 years must participate full-time in an approved learning program. This is irrespective of distance from the school or whether or not the student has a disability. These students are required to be enrolled at a registered or non-government school and must attend the school on every day instruction is provided at the school for the child, unless the Minister has granted an exemption from the school.

4. POLICY DETAIL

Attendance Expectations

The school day at Seaford Secondary College begins at 8:35am with Care Group and finishes at 3:05pm Monday, Tuesday, Thursday and Friday, and 2:05pm on Wednesday. All students are expected to be onsite at this time.

Exceptions

1. Senior students who have supervised study as their first scheduled class can apply for home study. Application forms are available from the Senior School Office. Presenting your timetable with allocated home study periods will allow you to sign in late with home study.
2. Students with long-term carer responsibilities or transport issues can apply for a late pass; application forms are available from Student Services. These passes must be shown to the teacher on duty to ensure an explained absence can be entered on DayMap. Failure to show pass will result in an unexplained absence being recorded.

Parent/Caregiver Responsibilities

At Seaford Secondary College we understand that sometimes, unforeseen events can disrupt the morning routine. If there is a genuine reason for the student being late, we ask the parents/carers to either ring the school as soon as possible, or write a note in the student's diary explaining the unexpected lateness.

Similarly please contact the school as soon as possible with an explanation of your child's absence. Reasons for school absence include illness, family bereavement, family holiday, medical/dental appointments and days of religious observance. If a family holiday during school terms is unavoidable, please inform the school prior to leaving to receive approval from the Principal via an exemption form.



If your child is absent with illness for three or more days please provide a medical certificate. You can reply to SMS messages sent by Seaford Secondary College regarding an unexpected absence either by text, note, phone call or email.

Student Responsibilities

Students should arrive at school prior to the first bell (8:35am) and remain on the school grounds unless they have permission to leave. Students should attend school everyday instruction is offered unless there is a valid reason for being absent.

Students who have home study or another valid reason for arriving or leaving out of hours must sign in/out appropriately, showing a note to the appropriate staff member in student services.

Students should remind parents/caregivers to write notes and bring them to the care group teacher if they have been absent.

4.1 Unexplained Absences

Responsibilities for Students and Families

If there is no genuine reason for the disruption to the students learning, a range of strategies will be implemented to remedy this situation.

Step 1. Community Service

This will take the form of yard clean up. The student will be issued with a Community Service Card by their Care Group teacher, or first scheduled teacher, which they will be required to have signed by a teacher on yard duty at recess or lunch. This card should then be handed into the Care Group teacher the following day, and no further action will be taken.

Step 2. Community Service x 2

If the student does not complete the initial community service a further community service notice will be issued requiring the student to complete two yard clean ups.

A failure to complete this will result in a parent meeting either in person or by phone and the truancy discussed with parent and Care Group teacher.

Step 3. House Leader Referral and Student Development Plan (SDP)

Further truancy will be referred to the House Leader, and a Student Development Plan documented and sent home.

Step 4. Suspension

Breach of the Student Development Plan will result in suspension.



4.2 Care Group Teacher Responsibility

Step 1. Regularly Monitor Attendance with DayMap

Set alerts for your Care Group class, and follow up unexplained absences within Care Group sessions.

You can map attendance of your Care Group by:

1. Selecting 'classes' in the top toolbar or through DayMap Navigator; choosing care group in the class option then select view 'attendance map for all classes. Use the arrow to scroll through the days.
2. To obtain daily sign in times go to individual student details Ensure your filter allows attendance notes to be shown.

Obviously your relationship and conversation with the student explaining the situation and how to remedy it (e.g. bring a note, or your pass) can resolve many issues before punitive measures are used.

Step 2. Yard Clean-Up and DayMap Note

When an absence is genuinely unexplained, issue the student with a Yard Clean-Up Card, which should be returned to you signed by a yard duty teacher who has witnessed the clean-up. This should be recorded on DayMap for records. Enter as student note and select attendance.

Step 2.1. Yard Clean-Up x 2 and DayMap Updated

A failure to present an unsigned yard clean up card the following day (or in the case of students with home study within a reasonable time) will result in a second yard clean up issued. You can edit the previous note on DayMap. The student is now expected to complete two clean ups.

Step 3. Parent/Caregiver Contact and DayMap Note

A parent/caregiver call should be made and the issue discussed with the parent if the student fails to comply. Again make a note of the call on DayMap.

Step 4. Refer to House Leader and Print Copy of SDP

A further unexplained absence should be referred to the house leader who will document an SDP which will be attached to the student file. Follow process outlined in SDP.



4.3 House Leader Responsibilities

- ▶ Support teachers with parent calls and meetings, particularly if there are a number of non-compliant students from a Care Group
- ▶ Support yard duty teachers with supervising community service and signing cards
- ▶ Develop SDP's with the student and parent if possible and mail copy to parent. Upload SDP to DayMap under student details, attachments.
- ▶ Monitor students successes as well as failures
- ▶ Suspend if student breaches SDP

Frequent absences do not comply with DECD policy and will therefore result in an attendance referral.

5. MONITORING, EVALUATION & REVIEW

This policy will be subject to review every 3 years by the Leadership Team in consultation with relevant stakeholders, or earlier if required, to comply with any change to school policy or applicable legislation, government or departmental policy.