

ATTENDANCE POLICY

PURPOSE

For all Penola High School students to attend school regularly.

SCOPE

For all Penola High School students, families and staff.

RATIONALE

Regular school attendance helps students get the most out of their learning and fully participate in school life.

In South Australia, it is a legal requirement for students aged five to seventeen to attend school. Parents and guardians play an important role in ensuring their student attends every day where possible.

Penola High School works in partnership with families to support regular attendance and aims for all students to meet the Department for Education expectation of at least 95% attendance.

RESPONSIBILITIES

Students:

- arrive punctually at school.
- attend every day when instruction is offered unless the school receives a valid reason.
- provide teachers/SSOs with an appropriate explanation (email or SMS message from a parent or caregiver) to explain absence, lateness, early departure, leaving school grounds.
- report to the front office and log onto the Student Kiosk iPad if arriving later or leaving earlier than normal school hours 8:40am-3:15pm. All students require supporting notes for this.

Parent/Caregiver:

- actively encourage students to attend school.
- notify the school regarding any absence with a phone call, written explanation or an SMS text message to the school.
- respond via return SMS, upon receipt of an absence message from the school.
- contact the Home Group teacher or Wellbeing Leader for assistance and support if your student is struggling with attending or missing school without you knowing.

Teachers:

- accurately complete Home Group rolls in EMS, and class rolls in Teacher Toolkit as part of your lesson set up routine.
- encourage regular attendance by showing genuine interest, offering appropriate support, and reinforcing the importance of being at school.
- ensure learning materials and tasks are clearly documented and accessible to students through Google Classroom.
- ensure work is documented or available using Google Classroom.
- forward any notes regarding absences to front office staff for record keeping.
- inform the home group teacher of patterns of absence.

The Student Information Manager will:

- ensure rolls are accurately maintained.
- manage EMS – student absences and unmarked rolls, and retain documentation in the student files for record keeping purposes.
- send SMS to parent/caregiver for unexplained absences.
- monitor SMS replies and notifications, and update attendance rolls as required.

Wellbeing Leader will:

- support families in regular attendance patterns and communicate with parents and staff.
- ensure the smooth return of students into classes after extended absences.
- document all strategies put in place to encourage chronic non-attenders, and pass onto the Student Information Manager for record keeping.
- refer specific cases to the Social Work Duty, as appropriate.

The Principal will:

- promote, encourage and support the attendance of all students in meeting the DfE standard.
- consult with DfE support staff as required.
- manage the process where an exemption from attendance is sought, in conjunction with the Student Information Manager.

EARLY WARNING SIGNS

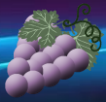
There are times when a young person may experience stress in attending school, please look out for the warning signs below, and don't hesitate to seek support from school:

- Missing lessons during the school day
- Consistently arriving late for school or classes
- Leaving school early
- Many days of absence either unexplained absences, through illness or family reasons
- Learning difficulties
- Health issues

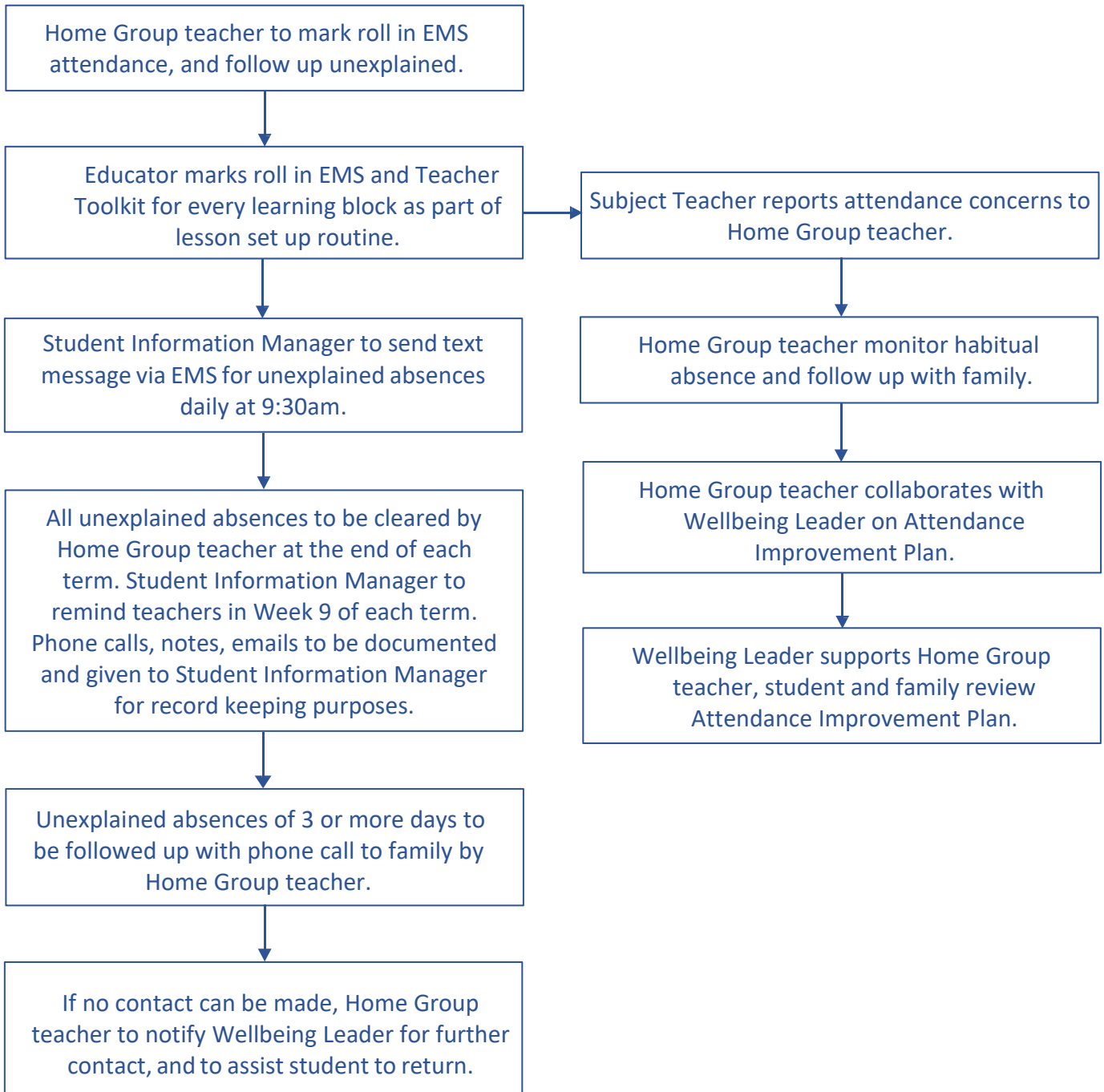
MONITORING AND REVIEW

Term 1, 2027.

Review will occur through consultation with Principal and Wellbeing Leader.



Attendance and Absence Procedure



2026 Wellbeing Leader

- Rikki Helps

2026 Student Information Manager

- Fiona McIntyre

2026 Home Group Teachers

- Year 7: Rikki Helps
- Year 8: Kylie Hoff
- Year 9: Steve Carli-Seebohm
- Year 10: Stacey Marlow
- Year 11: Cory O'Connor
- Year 12: Romana Quintel