

Updated: September 2025

ATTENDANCE POLICY

RATIONALE

At Salisbury East High School, we want to inspire and empower every student, in every class, to achieve to their fullest potential and develop the capacity to overcome academic and life challenges with resilience, innovation, collaboration and critical thinking so they can thrive today, and in tomorrow's world. Regular attendance is key to this.

As per the Department for Education's Attendance Improvement Strategy, research shows that success in learning is directly proportional to regular attendance and participation in education programs. Non-attendance and inconsistent attendance can be viewed as early indicators of disengagement from education programs and can be an indicator of other barriers for student success and positive wellbeing.

Absence from their educational program can limit a student's achievement of essential knowledge and skills required for success in work, relationships and active citizenship.

This policy is based on the following principles:

- Society has a responsibility to prepare children and young people for successful participation in learning and the broader community.
- Families, society, peers and educators and other significant adults influence the life choices of children and young people.
- Attendance has benefits and consequences that increase or decrease life choices and opportunities
- Continuity of relationships and learning in an educational program is dependent on attendance
- Attendance is a shared responsibility between the staff of Salisbury East High School, parents and caregivers, students and members of the wider community.
- Attendance is critically linked to an engaging curriculum, intentional and inclusive teaching practices and the development of connected relationships which then create a vibrant and inclusive educational community.

COMPULSORY ATTENDANCE IN SCHOOLS

The compulsory education age is 16 to 17 years. Young people must attend school or an approved learning program until one of these happens:

- They are 17-years-old.
- They have achieved their SACE or other qualification.

HOW OFTEN DO STUDENTS NEED TO COME TO SCHOOL?

Students should attend every day the school is open. Compulsory attendance is covered in the Education and Children's Services Act 2019, which states: "...a child of compulsory school age must attend at the school at which he or she is enrolled on every day ... that instruction is provided...".

Coming to school every day is sometimes called regular attendance. Where a child fails to attend school as required by the Act, each parent/carer of the child shall be guilty of an offence and liable to a monetary penalty. Where a child's education program provides for off-site instruction, it is a requirement that the child attend in line with the requirements of the education program. Prosecution for non-attendance by a child of compulsory age will be initiated only after all other intervention has been attempted and prosecution is in the best interest of the child.

The Act further provides for the Minister or a delegate to exempt any child conditionally to unconditionally from attendance. Such exemptions may provide for online learning, home schooling and other like programs. Exemptions are managed by the Principal.

RESPONSIBILITIES OF SEHS STAFF

Staff at Salisbury East High School are responsible for supporting the agreed attendance improvement strategies and processes for the site and will:

- Provide a relevant, innovative, collaborative and inclusive learning program that seeks to engage all students and offers opportunity for success for all students.
- Actively work with relevant staff to remove barriers to success for all students.
- Collaborate with families to remove barriers for student attendance.
- Actively monitor attendance and seek support to improve attendance from members of the Wellbeing Team and relevant Sub School Heads.
- Contribute to the analysis of attendance trends and patterns.
- Contribute to the implementation of attendance improvement plans.
- Refer all students, under compulsion, with unsatisfactory attendance to relevant supports, including Department for Education, student support services and other external supports.
- Explicitly teach the Mentoring program.
- Consistently model and teach the Salisbury East High School values of Responsibility, Respect and Resilience.
- Advise relevant paraprofessional staff of absence information and concerns.
- Ensure that subject rolls on Daymap are marked correctly within the first 10 minutes of a lesson.
- Students who have NOT been sighted for 10+ days will be followed up with a range of safety/engagement strategies, including home visits, wellbeing check etc.

RESPONSIBILITIES OF PARENTS AND CAREGIVERS

A key responsibility for families is to foster a love for learning in their children.

If a student is going to be absent from SEHS for any amount of time, the parent or caregiver must inform the school at the earliest possible convenience and provide the reason for the absence. If a child has been ill and has seen a doctor, a certificate from the health care professional must be obtained.

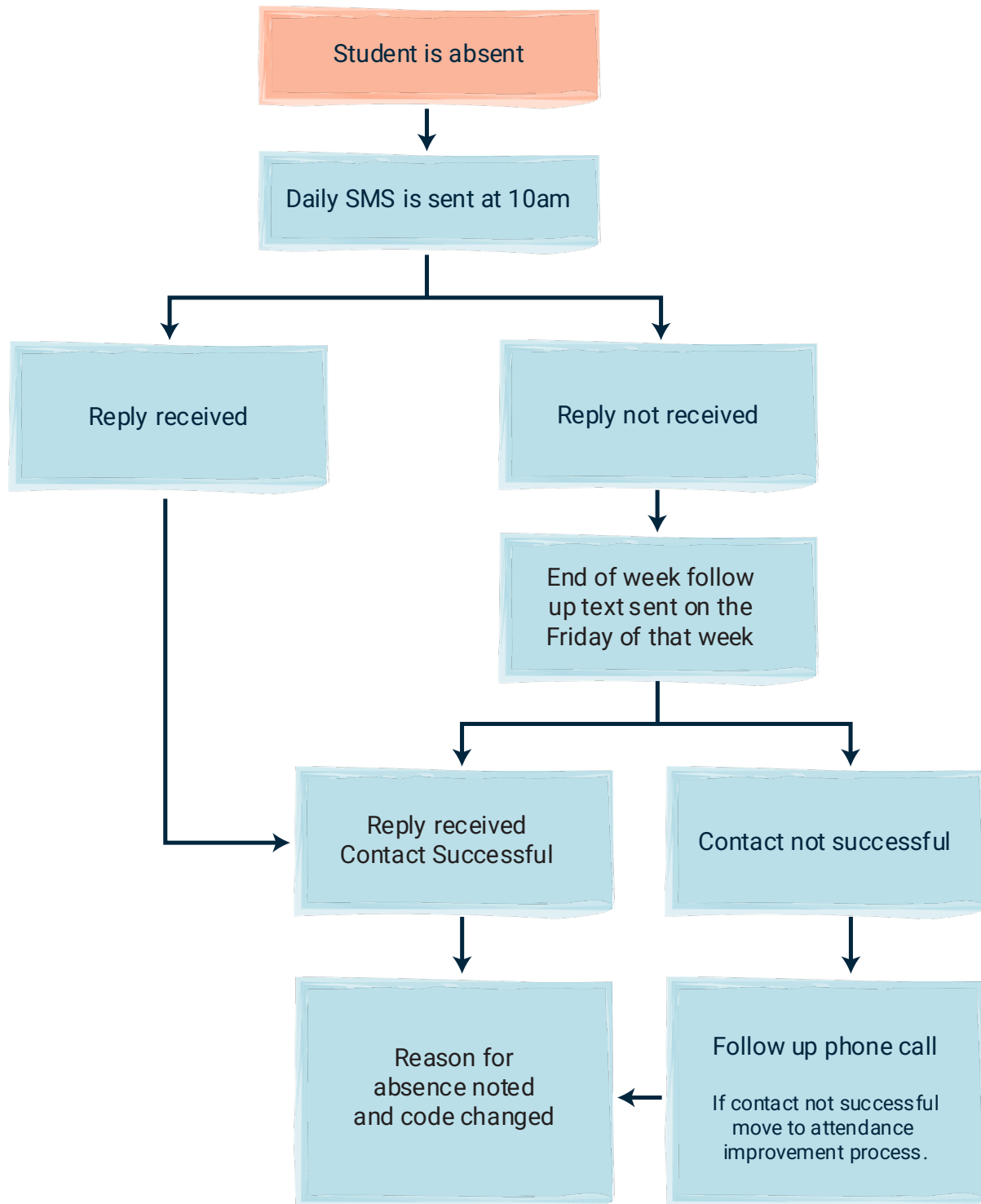
Parents can notify of a student's absence by responding to the Daymap attendance text, sending a message through Daymap, contacting the front office or in person.

RESPONSIBILITIES OF THE STUDENT

Children and students enrolled at Salisbury East High School have responsibility for their attendance. The level of responsibility will be determined by the individual circumstances of the child. The expectations are that they:

- Attend Salisbury East High School as negotiated regularly on every day the school is open for education programs.
- Be punctual in arriving for their education program.
- Sign in or out if arriving late or leaving early.
- Engage appropriately in the education program as required.
- Provide SEHS with an explanation for their absence from their parent or caregiver.
- Actively and positively participate in the Mentoring Program.
- Provide input and work with SEHS staff in the implementation of their individual attendance improvement plan where required

DAILY ATTENDANCE PROCESS



STUDENT ATTENDANCE IMPROVEMENT PLAN

