# Attendance Policy

## Purpose

This policy provides direction to students, staff and families about the importance of regular attendance to school along with the legal requirements for students to attend an approved learning program until the age of 17.

## Department Policy Link

Policy: https://edi.sa.edu.au/library/document-library/controlled-policies/attendance-policy

Procedure:
https://edi.sa.edu.au/library/document-library/controlled-policies/attendance-at-school-procedure.pdf

## Policy Outline

Compulsory schooling requires children to be enrolled in and attend school, from the age of 6 until 16. Compulsory education requires students aged 16 to be in an approved learning program until they turn 17. Regular and punctual attendance at school is essential for students to engage and learn effectively and to achieve success in their learning and in preparation for their future.

Poor attendance may lead to learning difficulties as young people who are frequently absent are likely to miss learning critical skills needed for future successful learning and education.

Wirreanda Secondary School works with parents and families to encourage attendance and participation by:

- providing a safe, success orientated and caring environment
- providing relevant and appropriate learning opportunities for all students
- maintaining accurate records of attendance via an electronic management system
- ensuring non-attendance is followed up through early intervention
- developing strategies to resolve attendance concerns.

## Acceptable absence

Situations where it is acceptable for a young person to miss school include times when:

- they are too sick to leave the house
- they have an infectious illness such as gastroenteritis, chicken pox or measles
- they need to attend medical or dental appointments that could not be made out of school hours
- the school principal is provided with a genuine reason that prevents the child attending school
- they have been granted an exemption from school. If a student is absent due to reported illness for three or more consecutive days a medical certificate is required.

## Reporting and Recording Attendance

Attendance is recorded via Daymap (school Learner Management System) each lesson. This attendance data is imported into EDSAS for DfE/Centrelink purposes. Specific codes are used to identify the different reasons why students may be absent. Attendance is taken by teachers using laptops and monitored by Homegroup teachers and House Leaders.

It is the parent or guardians responsibility to communicate all reasons for absence. Absences can be reported in a range of ways:

- Via the Daymap parent portal
- 24 hour absences hotline: 8329 7242
- SMS: 0438 647 988

All reported communication is recorded by SSOs and appropriate adjustments are made to attendance records.

## Monitoring Attendance

House Leaders and Home Group teachers monitor student attendance. If a student has an unexplained absence (day or morning lesson) then an SMS will be sent to the parent or guardian requesting a response. Where a pattern of non attendance is identified by relevant House Leaders, then appropriate action will be taken. This may include parent or guardian contact, consequences for the student and/or referral to the DfE attendance officer.

**Lateness**

Students are expected to arrive at school from 8.50am and be on time to 9.00am lessons. Students who arrive late to school are required to report to Student Services to sign in as unexplained through the electronic Incidental Absences touch screen system, print their attendance receipt and have the SSO sign to verify the recorded reason. This will automatically update attendance on Daymap. If a student wishes to sign in late with an explained absence such as family/appointment, this must be communicated via the student absence process (Daymap/sms/voice message). The SSO will then sign in the student using the appropriate absence code.

**Early Departure**

Students who require to leave school early for necessary appointments, commitments or home study (senior students) require permission via communication through the student absence process (Daymap/sms/voice message). The student will report to Student Services where the SSO will sign them out. Any student requesting to sign out without a note/record of intended early departure, will not be permitted to leave until contact is made with a parent or guardian.

## Non-Compliance

Ongoing truancy may require additional responses from House Leaders, and may include; a request for meeting with a parent or guardian, after school work completion or internal suspension.

## Roles and responsibilities

**School staff**

- make contact with parents or guardians when students have unexplained absences and update school records.

**Students**

- ensure they arrive on time to all lessons
- Ensure they attend Student Services to sign in/out if they have arrived late or leaving early.

**Parents**

- communicate with staff members about the reason for all absences.

## Communication and review

This policy has been developed in line with the Department for Education Policies and Procedures.

- the policy is approved by Governing Council and reviewed on an annual basis
- the policy is available to be accessed on the school website.

## Supporting information

| Block | | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|---|
| 1 | 9:00am - 10:20am | Line 3 | Line 6 | Staff PD (8:30 - 10:15) | Line 2 | Line 5 |
| Home Group | 10:20am - 10:30am | Home Group | Movement (10:20am - 10:35am) | Line 1 (10:30am - 11:50am) | Home Group | |
| Movement | 10:30am - 10:45am | Movement | Home Group (10:35am - 12:05pm) | | Movement | |
| 2 | 10:45am - 12:05pm | Line 4 | | Home Group (11:50am - 12:05pm) | Line 1 | Line 6 |
| Lunch | 12:05pm - 12:35pm | Lunch | | Lunch (12:05pm - 12:35pm) | Lunch | |
| 3 | 12:35pm - 1:55pm | Line 1 | Line 3 | Line 5 | Line 4 | Line 2 |
| Movement | 1:55pm - 2:10pm | Movement | | | | |
| 4 | 2:10pm - 3:30pm | Line 2 | Line 5 | Line 6 | Line 3 | Line 4 |

2024 WSS Timetable

Updated: *July 2024* Person Responsible: *Assistant Principal - Student Culture*