



HIGHVIEW COLLEGE STUDENT ATTENDANCE AND LATENESS POLICY

Person Responsible – Heads of School OPERATIONAL

(Reviewed in odd years)

Developed by	DP Pastoral Care, Jenny Wardrop	2010
Updated by	Director of Pastoral Care, Marion Martin	2016
Updated by	Principal, Melinda Scash	2019

Rationale

- At Highview College we recognise the student's success is enabled by regular attendance, providing for the student to reach their full potential
- We recognize our responsibility in engaging the child in this educational setting, providing a curriculum that meets the needs of all students and providing an environment that is safe for all students
- Students are expected to attend every School day punctually

Aims

- To maintain accurate records of student attendance
- To follow up on all absences
- To regularly monitor student absences, identification of students at risk and the implementation of intervention strategies
- To perform a duty of care towards all students, even those over the compulsory school age
- To work in partnership with the parents to ensure regular school attendance

Implementation

Marking Class Rolls

- The electronic rolls are marked in every lesson at Highview College

Roles of Responsibility

- **Parents**
 - Will promote and provide organisational support for their child for attendance on all designated school days, including School Events
 - Notify the school on the first day of absence, by either email or phone
 - Notify the school in advance if there is a planned absence
 - Contact the Head of School if the child is resistant to return to school after a prolonged period of absence
 - Ensure contact details are correct and up-to-date
- **School**

- Accurately record attendance
 - Follow-up on absences
 - Provide missed work for absent students
 - Staff are to provide a good role model by attendance and punctuality
 - Regularly monitor attendance
 - Review attendance procedures regularly
- **Classroom Teachers & DELTA Mentors**
 - Teachers must mark the electronic roll within ten minutes of the class commencing
 - If they suspect a student has been at school earlier in the day but has not attended their class they must ring through to the office immediately, in order to clarify the situation

Following up Absences and Lateness

- Absences are recorded on SEQTA
- DELTA Mentors and Classroom teachers are given 10 minutes after the class bell to finalise their electronic roll
- If the roll is not completed during this time the class teacher is buzzed, on the intercom phone system, by Reception staff
- Rolls are then checked by Reception staff and known absences are added (from parent / guardian contact) onto the electronic roll
- Parents of students who are absent with no notification having been received, are sent an SMS by Reception staff
- Reception staff then enter the reason for that student's absence, as given by the parent.
- Absences are classified
- If parents do not reply to the SMS from the office staff the absence is listed as unexplained
- If a student is marked present in the afternoon while having been absent in the morning Reception staff ring the teacher to verify the accuracy of the roll
- All parents are encouraged to ring the school prior to known absences and on the day of unplanned absences. (This information is put in the Newsletter and also in letters posted to parents at the beginning of the school year)
- Heads of School will respond to 'excessive absences' by interviewing the student and contacting the parent
- Attendance is reported on Semester Reports

Sustained Late arrival

Continuing lateness indicates a problem developing. Parents need to work closely with staff to ensure that truancy or school refusal does not develop. Students who persist in arriving late

are demonstrating a lack of regard for their learning and the learning of others and, in extreme cases, may have their enrolment cancelled.

Extreme Absenteeism

When a student's attendance is significantly less than 80% every effort will be made to support a return to school. If those efforts are unsuccessful, the student may be unenrolled. Highview College does not supplement home schooling.