**Rationale:**

At Wyong High School, regular attendance is seen as an important component in the achievement of student learning outcomes and in maximising student potential. Measures to establish acceptable attendance patterns include:

- encouraging a high rate of attendance
- early detection of poor attendance and
- prompt, positive intervention measures

Schools, in partnership with parents and the school community, are responsible for promoting the regular attendance of students. While parents/carers are legally responsible for the regular attendance of their children, school staff as part of their duty of care, monitor part or whole day absences. Students who have frequent or a long period of absences are likely to fall behind in their work. This may lead to, or increase, learning difficulties, as well as the potential for students to not meet Board of Studies requirements leading to an 'N' award.

Government legislation requires that students between the ages of six and seventeen be enrolled and attend school. Students who have not completed Year 10 must attend school unless they are in a full time apprenticeship, traineeship, or unless endorsed by the school Principal. Principals must maintain an attendance register (roll) in a form approved by the minister.

Wyong High School recognises the benefits of positive school/parent relations and seeks to involve parents in developing and maintaining the Attendance Policy, in accordance with the Department of Education and Training’s school Attendance Policy and Procedures (2006). It is a legal requirement that parents or care givers explain ALL student absences within 7 days. Partial absences (arriving late or leaving early) also requires a note of explanation or letter, phone message or SMS.
Implementation strategies:

Parents/Carers are responsible for supporting schools in:
- Ensuring their children attend school regularly
- Explaining the absences of their children from school within 7 days
- Taking measures to resolve attendance issues involving their children

School Teaching Staff are responsible for:
- Providing a positive, caring learning environment which fosters students’ sense of belonging to the school community
- Recognising and rewarding excellent and improved student attendance
- Maintaining accurate records of student attendance by marking their class roll every lesson
- Visibly marking student attendance daily during roll call and each lesson
- Retaining records of written and verbal explanations in the folder provided for roll call
- Implementing the school practices for addressing attendance issues
- Providing clear information to students and parents, at information meetings, during roll call, assemblies and lessons regarding attendance requirements and the consequences of unsatisfactory attendance

Executive Staff are responsible for:
- Supporting teaching staff to ensure that attendance records are accurately maintained in the approved format
- Supporting teaching staff to implement strategies for encouraging good attendance and to establish responsive intervention strategies for students with poor attendance
- To support the Principal to develop and implement the School Attendance Action Plan that will include attendance targets, strategies, resources and timelines
- Head Teachers overseeing attendance implement proactive and responsive strategies using the approved format
- Head Teachers of attendance follow up suspected truants every day

School Support Staff are responsible for:
- Entering student attendance data into OASIS using the approved codes
- Generate a hard copy of the daily absence sheets and distribute to Teaching Faculties daily
- Maintain the Sick Bay attendance record and early leavers record
- Sign late students in on arrival and provide students with a late note for class teacher

Phone Intervention Program officer is responsible for:
- Calling all parents/carers of absent students between years 7 to 12 on two occasions a week
- Providing Year Advisers, Head Teacher Welfare, and other relevant staff members with information relating to student absences which require further action
- Providing the Head Teacher of Attendance with daily attendance summaries for follow up action

The Senior Executive is responsible for ensuring that:
- Parents and students are regularly informed of attendance requirements. This will include information at Parent information nights and entries in each term’s school newsletter
- Attendance records are accurately maintained and readily available to DET personnel
- Ensuring that the school Discipline Policy addresses attendance issues
- School staff are trained early each year to implement this policy and are supervised
- The Home School Liaison Officer is engaged and supported to assist in addressing attendance issues
Procedures for Recording and Monitoring Attendance

1. Care of Rolls and Roll Marking
2. Changes to Attendance Records
3. Early Leavers
4. Variations to Routine
5. Illness
6. Lateness
7. Returning to school from lengthy absence
8. Special Circumstances Attendance Register
9. Industrial Action
10. Variations to routine

1. Care of Rolls
   ✓ Paper hard copy Rolls must be marked at morning assembly each school day.
   ✓ Rolls are to be returned to the front office daily before 9.30am
   ✓ In the event of the roll call teacher and/or classroom teacher being absent, the roll will be marked by the casual teacher or Year Adviser, using a paper hard copy
   ✓ Mark every absence with a dot (•) for present and a small ‘a’ for absent
   ✓ Notes received during roll call are to be signed and dated by roll call teacher. Details recorded on OASIS
   ✓ Students returning following an absence without an explanation to be handed a note requesting explanation
   ✓ All notes or messages placed in rolls are to be distributed to students.
   ✓ At the end of each semester all class rolls and absence notes are sent to the Administration secure storage room
   ✓ Attendance details of students involved in alternate school activities will be recorded on OASIS

2. Change of Attendance Records
   ✓ Names of students who leave the school to attend another school will be removed from the attendance register only when confirmation of enrolment into another school has been received (transfer request from a government school or confirmation from an executive member of a non-government school).

3. Early Leavers
   ✓ Students will not leave the school grounds without prior permission of the Principal or Deputy Principals based upon parent/carer documentation.

Students who leave before the normal completion time must:
   ✓ Collect a DEC Leavers Pass from the attendance office stating the name of the school, date of issue, time, the endorsement of the school and signature of the Principal or Deputy Principal
   ✓ Only leave into the care of authorised parent/carer or other responsible adult with the permission of authorised parent/carer.
4. **Variations to Routine**
   ✓ Students attending off-site Departmental activities’ and programs are to be marked present and recorded on OASIS attendance register using School Business code ‘B’.

   ✓ At school carnivals, a print-out of the school rolls are to be marked as usual, then returned to the attendance office to be attached to the original rolls.

   ✓ Student lists or corresponding email for alternate programs and activities/excursions to be signed and dated and given to attendance officer on return from the activity. Details recorded on OASIS. These notes are to be filed in the Variation to Routine folder.

5. **Illness**
   ✓ Students who are ill and need to be sent home (with permission of the Duty of Care officer) will have the parent/carer sign the Student Leave Record book at time of their departure.

6. **Lateness**
   Students who arrive late to school must report to the attendance office and follow the procedures below:
   1. The student must have a note or phone contact from their parent/carer for being late
   2. The student hands in the late note to the attendance office staff
   3. The attendance office staff gives the late student a pass to go to class
   4. The attendance office staff notes the lateness on OASIS

7. **Attendance concerns**
   - Attendance concerns and students returning from extended absences need support.
     1) PIPS officer to identify students of concern regarding their attendance. PIPS officer to refer students to HT Attendance.

     2) **HT Attendance** to attempt phone contact to address attendance issue and raise student attendance at LST meeting. Attendance concern letter to be sent to parent/carer if attendance issue is not resolved after 3 school days.

     3) The Learning Support Team will arrange a meeting with relevant personnel (student, parent/carer, counsellor, Home School Liaison Officer, Year Advisers, STLA, AEO etc) to support student’s successful return to school.

     4) The Learning Support Team will develop a program to support individual students in returning to school.

*The strategies may include:*

- Student interview
- Parent contact
- Teacher mentor
- Referral to school counsellor
- An attendance support plan
- Outside school support service

**NO RESOLUTION = HSLO involvement/Referral if required.**

- The Learning Support Team will provide information to staff members via school communication.
8. **Special circumstances Attendance Register**

  ✓ Where rolls are not marked due to Industrial Actions, School Development Days or natural disasters, a written record is kept of students who attend on those days.

9. **Industrial Action**

  ✓ When there is a part day industrial action the school is not open for instruction until the action has been concluded. Student absences will be recorded on a special circumstances register.

  ✓ Students who are absent after the conclusion of the industrial action still need to provide a reason for the absence.

10. **Exemptions**

  ✓ Long term exemptions from school attendance for reasons such as personal/family circumstances and temporary illness require an exemption from school form to be completed by parents/carers and approved by the senior executive.

  ✓ Exemption forms are available at Wyong High School through the front office.