



Arthur Phillip High School

# Attendance Processes

Supporting The Education Act 1990, School Attendance Policy and the Student Attendance in Government Schools – Procedures. (School Attendance Policy PD 2005 0259 Learning and Engagement Directorate).

Latest Revision

Date: February 2018

By: E. McMaster

# 2018

## Rationale

Arthur Phillip High School understands that student achievement starts with attendance. Regular attendance is essential for students to maximise the learning opportunities provided to them at Arthur Phillip High School.

Attendance is a shared responsibility between the school, parents/carers and student. All students are expected to attend school each day it is open for instruction. Under the Education Act (1990), parents and guardians are legally responsible for the enrolment and regular attendance of all children in their care up until the age of 17.

Arthur Phillip High School is committed to providing a safe environment that encourages positive attendance and recognises outstanding student attendance. We aim to use early intervention strategies and communication with parents/carers to assist those students where attendance is affecting their educational goals.

## School Responsibilities

The school will support the regular attendance of students by:

- providing clear information to students and parents regarding attendance requirements and consequences of unsatisfactory attendance (*Appendix A – Information for Parents and Carers*)
- maintaining accurate records of student attendance using SENTRAL and implement effective roll marking procedures when variation to normal school routine occurs
- update the Attendance Register Codes when necessary and record attendance information on the Department's electronic attendance register, (*Appendix R – School attendance codes*)
- keeping a period by period record of student attendance (*SENTRAL PxP*)
- recognising and rewarding excellent and improved student attendance
- providing safe and engaging learning environments that encourage student attendance
- implementing programs and practices to address attendance issues where necessary
- identifying patterns of concern and regularly communicating these with parents/carers
- obtaining an accurate record of student attendance at alternative placements

## Parents / Carers Responsibilities

It is a legal requirement that the parent/carer of a child of compulsory school-age ensures their child is enrolled at, and attends, school up until the age of 17.

It is essential that parents/cares work in partnership with the school to ensure their child has the best possible opportunities to succeed in their time at Arthur Phillip High School by ensuring:

- students are at school when it is open for instruction
- students are able to travel safely to and from school
- students arrive at school by 8:30 am

- where possible inform the school prior to a known absence or on the day of the absence
- providing a reasonable explanation of absenteeism the day the student returns to school by sending a note or via electronic means such as SMS text message, fax or email, or telephone the school.
  - *please note the Principal is responsible for deciding if the reason given for an absence is justified*
- they justify a student's absence within 7 school days of the absence taking place
- students arriving late to school can justify the lateness with a written explanation
- they contact the school well in advance when they require their child to be on extended leave, such as, an overseas holiday
- they provide the school with updated contact details (forms available from the Front Office and Student Services)
- they remain in constant communication with the school about any attendance concerns
- they work with school to resolve attendance issues that may arise and support any interventions that have been put in place to support the welfare of the student

## Attendance Procedures

All teachers are expected to take attendance at the beginning of each period using SENTRAL. If SENTRAL is experiencing technical difficulties the teacher responsible for the direct supervision of the class must take student attendance as a hard copy and transfer to SENTRAL at a later point. If there are any discrepancies with student attendance in their class, they must follow the school's truancy procedures outlined in this document.

## Late Arrivals

Parents must ensure that their child is at school before 8:30 am. Under exceptional circumstances a student may be late to school providing it is an acceptable reason for lateness as stated below and the student is not habitually late.

Reasons Acceptable for Lateness:

- Doctor's Appointment
- Unexpected emergency or incident on the way to school
- The bus or train is late etc

Reasons Not Accepted for Lateness:

- Slept in
- Traffic
- Other avoidable situations such as shopping
- No reason given

Students who arrive at school after 8.30am must report directly to the Governor's Room. If the student does not present with an acceptable reason in the form of a note from their parent/carer on more than one occasion they will be required to make up the time in the form of a detention.

Students who arrive after school starts must report immediately to the Governor's Room where they will be issued with a late slip that must be presented to the period teacher they have at the time of their arrival.

Students who are habitually late to school will be referred to the appropriate Year Advisor where an appropriate course of action will be taken (refer to attendance concerns).

## **Early Departures**

If a student is required to leave the school early for an appropriate reason, a note must be signed by a parent/carer and presented to the front office. The student will be given an early leavers pass which must be shown to the period teacher at the time of departure and the student present to the office before departure.

Alternatively a parent/carer may come to the Front Office to sign a student out early.

## **Promoting Positive Attendance**

Students who consistently demonstrate excellent attendance and/or make meaningful improvements in their own attendance will be recognised accordingly.

- Attendance achievement Letters and Awards sent at the end of each Semester from the Principal recognising 100% attendance.
- Students who achieve 100% attendance throughout the year will be recognised at the schools' official Presentation Day Ceremony.
- Various reward based incentives will be used for any student causing concern and documented in the student's Attendance Improvement Plans. Such rewards will be used to promote positive attendance and improve student wellbeing at APHS.

## **Truancy**

Students are expected to be present and accounted for each period of the day they are at school.

- Partial truancy from class includes any student who presents late without a note or any student who leaves the class without permission.
  - It is expected that any partial truants from class will be dealt with by the classroom teacher and the incident recorded on SENTRAL.
- Fractional truants include students not-attending 1 or up to and including 5 subject periods without a reasonable explanation.
  - It is expected that teachers and HT's will follow up these students using a range of strategies and consequences to support improved student attendance.
- Fractional Truants of 5 periods or more will be referred by the YA to the HT Welfare who will implement a range of strategies and consequences which may include ASD, Attendance Monitoring Card, parent interviews.
- YA will complete a whole of year period by period check on SENTRAL to gather information on students causing concern regarding persistent truancy.
- HT Welfare will contact the parents of persistent truants in regards to their attendance.

- Whole school intermittent checks of period by period roll marking to be carried out twice a term by HT Welfare and DP to gather information on students causing concern with truanting.

## **Attendance Concerns**

It is expected that teachers will follow actions indicated on the flowchart 'Supporting Student Attendance'(Appendix F). Teachers are expected to be active in following up students with non-attendance issues.

Teachers are an important asset in identifying students who are at risk of developing poor school attendance patterns. Students who are at risk may fall under one or all of the following categories:

- A multiple number of unexplained absences
- Non-Attendance to school for 5 or more days without contact from home
- Attendance percentage drops below 85%

Once attendance issues have been identified, teachers will follow the procedures outlined in the Supporting Student Attendance flowchart.

## **Year Advisors**

- Monitor student attendance on SENTRAL
- Interview any students causing concern
- Raise any concerns at Junior or Senior Welfare meetings and DP meetings
- Contact parents and send Attendance Concern Letter home via SENTRAL (Attendance Letter 1)
- If needed arrange for a parent interview to take place
- Determine appropriate course of action and interventions to be put in place;
  - Learning Support Team referral
  - School Counsellor referral
  - Attendance Monitoring Card
  - Academic Progress Report
  - Other welfare programs, such as, GTKU, GOT, Links to Learning etc
- Follow up any future absences and monitor student progress
- Ensure all information is documented on SENTRAL
- Refer students causing concern to HT Welfare / Stage DP

## **Head Teacher Welfare**

- Refer to SENTRAL Attendance Data
- Send 2nd Attendance Letter home informing parents of possible referral to Home School Liaison Program
- Contact Parents/Guardian to arrange an interview at the school
- Place student on School Attendance Improvement Program
- Determine appropriate course of action and interventions to be put in place

- Liaise with relevant outside agencies
- Access online mandatory reporter guide (Keep them Safe) to determine risk of harm and report any suspicions of significant harm to Community Services Child Protection Helpline (13 3627)
- Report any students who do not meet the threshold of significant risk but are at risk of harm to the Child Wellbeing Unit (02 9269 9400)
- Prepare HSLP referral's for Senior Executive to process for any students causing significant attendance concern (Appendix N)

### Senior Executive

- Send *Compulsory School Attendance Act* letter via SENTRAL for student referrals to the HSLP
- Report any students at risk of harm to the Child Wellbeing Unit and/or Community Services
- Interview students and parents of students causing significant attendance concern

### Exemptions

Parents wishing to organise a family holiday or needing to travel overseas for any reason must seek approval for exemption from the School Principal for absences of up to 100 days and the Director Public Schools for more than 100 days.

- Parent fills out 3.1 Application For Exemption From Attendance at School form – school keeps this on file
- School fills out 3.5 Certificate for Exemption from Attendance at School form – Parent and Principal to sign and date if leave is under 100 days – parent keeps original and school keeps a copy on file
- Office to fill out notification note for class teacher to keep with roll – enter “M” for long absence for exemption – office to keep a copy on file – once student returns from leave enter into Pupil's Record Card.
- If the student will be absent for more than 100 days the above forms will need to be signed by the parent and Director, Public Schools.

### Excursions / Sport

It is the responsibility of the teacher organising the excursion/incursion to submit a list of students participating in the activity to the school's attendance officer in the front office at least 24 hours prior to the event commencing. The list needs to be organised by year group and alphabetically by surname.

During the excursion/incursion an attendance roll needs to be taken and submitted to the school's attendance officer in the front office at the earliest convenience.

Any student absentee's from an excursion need to be communicated with the school's attendance officer immediately.

## Roles and Responsibilities

### Teachers

- All teachers have a duty of care to all students in their subject lesson. The follow up of absences is therefore the responsibility of all members of staff.
- Maintain accurate and up to date attendance records for subject periods using SENTRAL.  
**Step by Step guide to SENTRAL PxP class roll marking**
- Promote positive attendance and reward students
- Follow up any attendance discrepancies such as unexplained lateness or truanting etc of subject classes
- Refer a student who is absent for 3 or more consecutive days from school without explanation to the Year Advisor
- Report any attendance concerns to the students' Year Advisor
- Document any information in regards to the students non-attendance on SENTRAL, such as, student interviews and parent contact

### Year Advisors

- Analyse student attendance data from SENTRAL and attendance reports presented by HT Welfare
- Regularly liaise with teachers to monitor student attendance and welfare concerns
- Communicate attendance concerns with parents and send the appropriate documentation (Attendance Letter 1 SENTRAL)
- Interview students with habitual absences and document concerns
- Support individual students with attendance/welfare concerns and address issues as needed through the appropriate referrals such as, DP's, HT Welfare, HT LaST & School Counsellor.
- Formally meet with the DP of the year group to discuss attendance concerns
- Attend Welfare meetings and discuss students causing concern
- Support HT Welfare and Deputy Principals in attendance interviews with Parents and Home School Liaison Officers
- Liaise with outside agencies that are supporting the wellbeing of the students
- Refer ongoing attendance concerns to HT Welfare

### Careers Advisor

- Regularly Liaise with HT Welfare to assist in addressing attendance issues of Stage 5 & 6 students such as, alternative pathways, work experience etc.
- Support HT Welfare and Deputy Principals in attendance interviews with Parents and Home School Liaison Officers of Stage 5 & 6 students

### Executive

- Support subject teachers and Year Advisors when dealing with parents/caregivers regarding student attendance
- Regularly liaise with Year Advisors to monitor student attendance and absentee notes
- Follow up any attendance discrepancies within their subject area such as truancy and habitual lateness. Ensure appropriate measures are taken according to the procedures outlined under 'Truancy'

### **Head Teacher Welfare**

- Liaise with Year Advisors and DP to support the coordination of student class group allocations
- Disseminate updated DoE attendance information to parents via Blog and School Website
- Analyse student attendance data and publish information for Year Advisors
- Disseminate attendance information to Executive staff
- Coordinate whole school intermittent checks of period by period roll marking, to be carried out twice a term. Interview students causing concern. Distribute ASD to students who truant 5 or more periods in a day. Teachers and executive staff are responsible for following up period by period truants from their subject area
- Regularly liaise with HSLO at formal meeting times
- Monitor attendance of students causing concern and send Attendance Letter 2 home of students at high risk
- Implement attendance improvement plan with low percentage attendance students (<75%).
  - Engage parents/caregiver in an attendance interview as part of the process in developing the plan
- Prepare referral for Home School Liaison Program for the Senior Executive to send of students who fail to meet the expectations of their School Attendance Monitoring Program
- Liaise with outside agencies that are supporting students who have attendance issues.

### **Senior Executive**

- Monitor attendance procedures to ensure accurate records are being maintained
- Support staff when dealing with parents/caregivers regarding student attendance
- Provide clear expectations and consequences to parents/carers and students in regards to attendance
- Ensure staff are updated with attendance requirements and their obligations to monitor and promote regular attendance
- Provide exemptions where necessary to students seeking extended leave through illness or overseas travel
- Support the HT Welfare in managing students with significant attendance concerns
- Refer at risk students to the HSLP
- Coordinate the reporting of students at risk to Community Services or the Child Wellbeing Unit



# Supporting Student Attendance

## Session 1 Class Teachers:

Ensure Roll procedures are completed including: marking roll; reiterating that they must provide an explanation for any absence; directing students to return absent notes to Student Services.

### Class Teacher:

If students are absent 3 days in a row or 3 days in a week, the teacher is to refer the student to the YA who will monitor attendance. Should a student continue to be absent without explanation the Year Advisor, HT Welfare or Stage DP will contact home and enquire about the situation of the student. Upon return to school, the student must provide an explanation for the absence within 3 days. The teacher, Year Advisor, HT Welfare or Stage DP must record any home contact or attempted contact on SENTRAL **ASAP**. Student lateness / truancy must also be monitored. (See box below.)

**Year Advisors:** Interview the student causing concern and distribute the *Attendance Concern Letter (YA letter)* via SENTRAL to the Parent/Carer and make contact with parents (Possible meeting may need to be arranged). Discuss at welfare meeting and if needed refer the student to HT Welfare, LST, Counsellor, Transition Advisor or other appropriate personnel. Place student on Attendance Monitoring Card.

### LST/Counsellor/Other Referral:

Review referral and available information. Work with student and YA to determine possible reasons behind their non-attendance and issues in class. Address relevant issues and provide feedback to classroom teachers via SENTRAL.

Student's attendance improves and continues to be monitored at YA level.

If attendance/lateness continues to be of concern a referral is made to **Stage HT Welfare** who will send home a 2<sup>nd</sup> Attendance Letter and make contact with the parents to arrange an interview at the school and place the student on a school Attendance Improvement Plan.

If absences/lateness continue and no improvement has been identified during fortnightly analysis, HT Welfare will refer student to HSLO who arranges for the *Compulsory School Attendance Act letter* to be sent on behalf of the **Principal /Deputy**. Parent contact made by the **Deputy/Principal** and student begins DoE Attendance Improvement Plan.

Attendance improves and student continues to be monitored by **Stage HT Welfare**.

Non engagement in the process by either Parents/Carers or student then **HSLO referral submitted by Stage HT Welfare**.

Student's attendance improves. Student is monitored by **YA/Stage HT Welfare**.

## Monitoring Student Lateness and Truancy

**Late to School:** Students arriving after 8.30 am must enter via the Governor's Room where **SASS** log their arrival on SENTRAL. Students are given a late slip to enter class. Students without an explanation for lateness will be given a warning the first time and an After School Detention (ASD) thereafter. **Class teachers** must mark the student late on the SENTRAL roll upon arrival to class. **Class teacher** to follow up any student who arrives late without a late slip.

**Late to class:** **Class teacher** to log late arrival as a negative incident on SENTRAL and impose consequence if lateness repeated.

**Partial Truancy:** **Class teacher** to complete PxP marking and note any absence on SENTRAL. **Class teacher** to follow up partial absence with student and log a negative incident on SENTRAL if student truanting. If this continues **Faculty HT** to issue ASD.

**Truancy from School:** **Class teachers** mark PxP roll recording absences. **YA** reviews students weekly with 3 or more absences, truanancies and/or late arrivals. **YA** refers students to **Stage HT Welfare** and **Stage DP**. Whole day truanancies will result in ASD.

## Step by Step Guide to roll marking in *SENTRAL Attendance*

1. Log into the SENTRAL dashboard and click on Attendance icon.



2. Click on the Mark Today's Roll icon.



3. The correct day will be highlighted in a light peach colour
4. All students will be signified as present indicated by a green dot. Only interfere with the dot if a student is ABSENT from roll call. Absent means the student is not sitting in front of you or has not reported to you in person during roll call.

Daily Roll SRC				Mon 2/11	Tue 3/11	Wed 4/11
Class SRC				✓	✗	✗
	D'CRUZ	Rocklin	7	.	.	.
	DICKSON	Luke	+ 7	.	.	.
	GUTUGUTUWAI	Faith	7 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>	.	.	.
	LATHAM	Maddison	7	.	.	.
	MALONE	Jake	+ 7	.	.	.
	ZARB	Amanda	7	.	.	.
	GARCIA	Geoffrey	8	.	.	.
	JOHNSON-DE SILVA	Hayden	+ 8	.	.	.
	MCGREGOR	Jordan	8	.	.	.

5. To mark a student as ABSENT. Double click on the green dot.



6. Clicking once will present this dropdown menu.

Whole Day | Late | Timed

Early

Unexplained | Explained

Absent

Comment:

Ok | Remove | Cancel

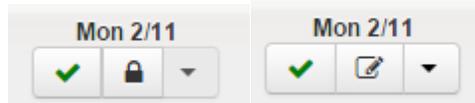
7. Click Ok in green to mark a student as absent. There is no need to interfere with any of the available options. This will only be changed by office staff.
8. If a student arrives late to roll call then you will need to remove the absence. DO NOT under any circumstances mark the student as late during roll call.
9. If a student arrives late to school or needs to leave early, the office staff will be responsible for altering the roll accordingly. They will check in/out with the office and be provided with a slip as required.
10. Once all students have been marked correctly for absences, complete one last final count and then click on the submit button at the bottom of the day's column to officially submit the roll as being marked.



11. After submitting the roll the tally at the bottom of the days column will show a list of that days explained and unexplained absences and the total number of students present. (Note that the office staff may enter students explained absences prior to the day, if there are any discrepancies then see the office staff immediately)

Tally	Roll Submitted
Present ( <i>All Day / Partially</i> )	23
Whole Day Absences ( <i>Unexplained</i> )	1
Whole Day Absences ( <i>Explained</i> )	1
Whole Day Absences ( <i>Not Counted</i> )	0
<b>Total</b>	<b>25</b>

12. Once a roll is submitted the icon changes from a red cross to a tick and a locked padlock.



13. Click on the padlock icon to unlock the roll and make any changes as necessary. For example a student arrives late to school after being marked absent. When complete click on the unlock icon to submit the roll again.

14. Unexplained absences in the past 7 days will be highlighted by a number next to the student. It is the responsibility SASS follow up unexplained absences. Hovering the mouse pointer on this number will show the specific days for the absences.



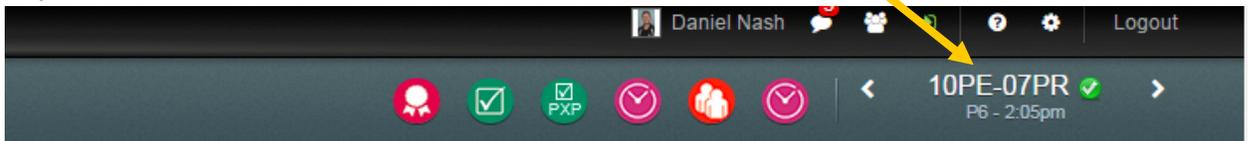
Important Codes	
<b>All Day (W)</b>	Unexplained Whole Day Absence
<b>All Day (S)</b>	Absence Explained Sick
<b>All Day (L)</b>	Absence Explained Leave
<b>Early 14:20 (L)</b> <b>Late 9:13 (L)</b>	Early Departure or Late Arrival Explained = (L) or (S) Unexplained = (W)
<b>All Day (E)</b>	All Day Absent Suspended
<b>All Day (B)</b>	All Day Absent on School Business
<b>All Day (M)</b>	All Day Absent Exemption
<b>All Day (H)</b>	All Day Absent Shared Enrolment

## Step by Step Guide to Period by Period marking in *SENTRAL PXP*

1. Log into the *SENTRAL* dashboard and click on the PXP icon (roll marking for period by period classes).



2. Alternatively click on the current class you have that period in the top right corner of the *SENTRAL* dashboard. Clicking the arrows will scroll through your classes for the present day.



3. Search for the appropriate roll class list by either Teacher, Student or Class Name.

### Timetable Search

Choose whether you'd like to search for a timetable for a teacher, student or a specific class.

Search...

4. To mark the class roll, click on the appropriate period in the period structure view.

### Term 4 - Week 5

Monday 02/11	Tuesday 03/11	Wednesday 04/11	Thursday 05/11	Friday 06/11
Roll	Roll	Roll	Roll	Roll
P1 8A_8PEP A04	P1 8A_8PE B11	P1	P1	P1
P2 8A_8PEP A04	P2	P2 8A_8PE B11	P2 7L_7PE A02	P2
Rec	Rec	Rec	Rec	Rec
P3 10PAS-200A2PR A01	P3	P3 4SPO-04 D04	P3 10PE-09PR A03	P3 7L_7PE A02

Tuesday, 3 November 2015 P1 — 8A\_8PE — DANIEL NASH

Term 4, Week 5 Class Attendance Report Print

					0:55am-0:45am	P1	P2	P3	P4	P5	P6
AGUILAR	Yevgeny	i		8							
AKDENIZ	Aydin	i		8							
ANDERSON	Hinemoa	i	+	8							
BEITI	Aria	i		8							
BERNECIC	Alina	i	+	8							
BONSALL	Cameron	i		8							
CHO	Kent	i	+	8							
CLINCH	Nicholas	i		8							
COOLEN	Fleur	i		8							
DEAN	Eliana	i		8							
DISSANAYAKE	Tisarane	i		8							
ELLIOTT	Jack	i		8							
ESPOSO	Aidyn	i	+	8							
FITZGIBBON	Scott	i		8							

5. The roll will have ALL students marked as present indicated by the green dot. Only adjust the dot if a student:
  - a. arrives LATE to class
  - b. is absent for the whole period
  - c. is leaving class EARLY

*note: this screen can be quickly accessed from the SENTRAL dashboard by clicking on the current class in the top right corner.*

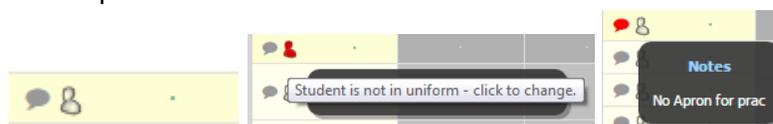
6. To mark a student as any of the three above, click on the Present dot, and then select the reason from the available dropdown. You also have the ability to make any comments necessary within the available field. (Full period absence can also be achieved by double-clicking on the green dot.



*Note: The comment field should be used to enter information such as 'Late unexplained', 'Attending CAPA showcase rehearsal' &/or 'Early Departure'.*

*Appropriate explanation must be provided if adjusting the comment bar otherwise the student should be considered truanting and the appropriate consequence provided.*

7. The 'Notes' and 'Uniform' icons can be used to record appropriate information for the specific faculty area. Examples include notes for injury and unable to participate in sport, not correct uniform for practical activities &/or no book for classwork.

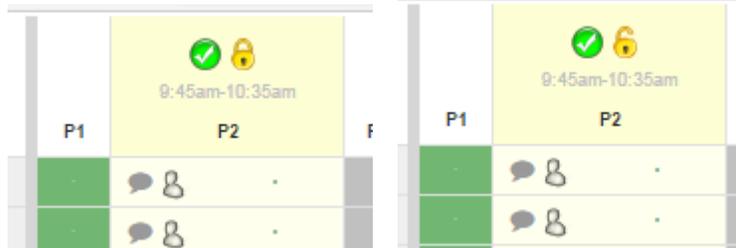


8. Once students have been marked in the roll, you'll need to then scroll down to the bottom of the Period roll, and click on the Submit button. This does two things:

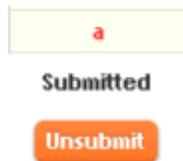
1. Submits any absences towards the Students' official attendance record within Attendance; and
2. Allows teachers for subsequent periods of the day to be able to track whether a student has been present within previous periods.



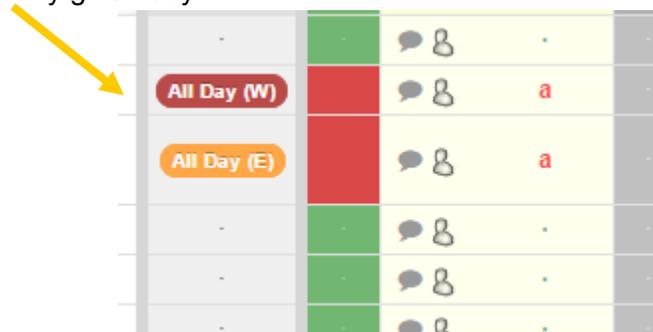
9. To amend a submitted roll click on the padlock icon at the top of the corresponding column.



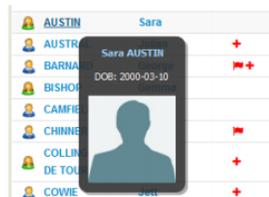
10. If you ARE NOT satisfied that the results within the Roll you have submitted are true and correct for historical and legal purposes, you can choose to Unsubmit the roll, by clicking on the Unsubmit button at the bottom of the column.



11. When viewing your Period Class roll, you'll notice a grey read-only view of the Official Attendance record (roll class view) for each student. This is to enable all staff members to have access to official absences that are already marked, accounting for Students' whereabouts on any given day.



12. Hovering the mouse over each student's name in the class list will display their photo and DOB. This is particularly useful for marking another staff member's class.



13. A class percentage report can be accessed by clicking on the button in the top right hand corner of your screen. Additionally a roll sheet can be printed from this screen for manual roll marking.

Class Attendance Report — 11CHE.1

Filter: Year 2013 Term -- All -- Semester -- All --

Student Name	Classes Attended	Classes Missed	% Attendance
Baile Edward	84 of 85	1 of 85	99%
Baudin Kate	83 of 85	2 of 85	98%
Camfield David	84 of 85	1 of 85	99%
De Bemales Isaac	83 of 85	2 of 85	98%
Palmos Cameron	83 of 85	2 of 85	98%
<b>Total Classes Marked:</b>			<b>3</b>

Warnings threshold at 80%

*Note: if marking a roll manually, it is the class teacher's responsibility to ensure that the roll is submitted on-line as soon as the opportunity arises.*