



Attendance Policy and Procedures

1. Purpose

To ensure that attendance at Swan View Senior High School is monitored and reviewed in an effective and timely manner.

2. Policy

- The Principal is responsible for establishing policy and procedures for the management of regular school attendance.
- Parents/caregivers at Swan View Senior High School are responsible under the *School Education Act (1999)* to ensure their child is attending school on a daily basis.
- Parents/caregivers will be asked to provide an acceptable explanation for any absence to the Principal.

3. Procedures

3.1 Attendance Records

All teaching staff are required under the *School Education Act (1999)* to maintain accurate attendance records.

The School will record whether a student's absence is authorised or unauthorised.

The School will issue a leave pass to a student who has been granted permission to leave the school unaccompanied by a responsible adult.

The School will record a student as:

- present for a half day when the student has attended at least two hours of instruction.
- attending if they are on a school-approved activity.
- an authorised absence during the period of suspension.
- an authorised absence if they are absent due to cultural/religious events.

3.2 Daily Attendance

Teaching staff need to take the roll at the beginning of each lesson. Students who are late to class must supply the teacher with a late note.

The School will contact parents/caregivers via an SMS message where possible if a student has been marked absent during any period of the day and no contact has been made with the School.

Form Teachers mark the roll at the beginning of the day. This roll is provided to Student Services at the end of Form.

After the Form roll has been provided to Student Services, data will be entered into SIS.

Each teacher is responsible for completing the roll at the beginning of each period that they teach. This roll is completed in SIS.

Relief Teachers are provided with a hard copy of the roll for each class that they relieve during the day. At the end of each period this roll is provided to Student Services for data entry into SIS.

3.3 Illness and Injury

Where there is the possibility of an extended absence (more than a week), parents/caregivers should liaise with the Program Coordinator Student Services or the Building Better Futures Coordinator who will assist in organising work from their class teachers.

Teachers, where possible, will support the student's education program during the absence to minimise the impact on student outcomes.

3.4 In-school Suspension and Out-of-school Suspension

Students must continue to meet the requirements of their education program.

Teachers will provide any student who is suspended with educational instruction during the period of instruction.

3.5 Persistent Non-Attendance

An Individual Attendance Plan (IAP) will be developed for all students at the School who have a below 80% attendance. The IAP will be developed by the Program Coordinator Student Services or the Building Better Futures Coordinator in collaboration with the parent/caregiver, and the student.

If a student at the School is an irregular non-attende and repeated efforts to work with parents/caregivers have not been successful, then the following will apply:

- Consultation with the Regional Attendance Officer to employ other strategies to improve attendance.
- A formal meeting with the Principal and the parents/caregivers to:
 - ensure any factors preventing attendance or participation are explored.
 - request the parent/caregiver engages with alternative strategies to improve attendance.

- Referral of the matter by the Principal to the Regional Executive Director where it is determined that either prosecution of the parent/caregiver or application to the Children's Court for a *Responsible Parenting Order* is appropriate.

3.6 Lateness

It is the responsibility of each student at the School to:

- arrive at school on time.
- move promptly to class during the day.

Students who arrive late to school are required to sign in at the Student Services where they will be provided with a late note. Consequences will be applied for repeated lateness to school.

3.7 Permission to Leave the School During the Day

Students who are required to leave the School during the day must bring a note from parents/caregivers authorising the absence.

Students will be required to sign out when leaving and sign in when returning to the School at Student Services.

A student is not permitted to leave the School site at any time during the day without permission.

3.8 Permission to be Out of Class

No student is allowed to be out of class without permission from a teacher.

4. Document Control

<p>Reference Number: Owner:</p> <p>Created: Modified: Approved: Next Review: Links to Regulatory Framework:</p>	<p>Deputy Principal – Student Services</p> <p>8 March 2019</p> <p>2 April 2019 8 March 2022</p> <p>Legislation/Authority</p> <ul style="list-style-type: none">• Parental Support and Responsibility Act 2008 (WA)• Public Sector Management Act 1994 (WA)• School Education Act 1999 (WA)• School Education Regulations 2000 (WA) <p>Department Policies</p> <ul style="list-style-type: none">• Behaviour Management in Schools• Duty of Care for Students• Enrolment• Excursions Off School Site Activities• Family Court Orders in Schools• Student Attendance	<p>Implementation and Review:</p> <p>The Deputy Principal – Student Services is responsible to the School Executive for the continuous monitoring and review of the <i>Attendance Policy and Procedures</i>.</p>
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