

POLICY ON ATTENDANCE AND LATENESS OF STUDENTS

OVERVIEW

Hunters Hill High School acknowledges the strong correlation between student attendance and performance.

MAIN TENETS OF THE POLICY

- All students are required to attend Hunters Hill High whenever the school is open for learning.
- In partnership with parents, the school works to ensure that student attendance is of the highest priority.

The school will:

- Maintain a daily record of student attendance and maintain accurate records of student attendance.
- Report to the Home School Liaison Officer (HSLO) any permanent resident or Australian student under the age of 17 years whose attendance is unsatisfactory.
- Report to the International Students centre, any international student whose attendance is unsatisfactory.
- Contact parents/guardians by SMS and/or email message to report a student absence and seek a reply by SMS and/or email writing an explanation for the absence.
- Report to parents each student's cumulative attendance figures on biannual reports.

SCHOOL PRACTICE

- School attendance rolls are marked every period of each school day and recorded in the Sentral roll marking system.
- Students arriving at school after the start of school must go to Student Reception.
 - These students issued with an electronic slip recording school, name, date, time of arrival and reason for being late.
 - Students must show the slip to the classroom teacher on arrival at their lesson.
 - Students with a history of frequent late arrival will be counselled and may receive an after-school reflection if there is no adequate reason.
 - HHHS has the expectation that parents supply written notification for absence, late arrival or request for early departure.
- Classroom teachers maintain an electronic class roll that is marked during each lesson of the school day.
- HHHS collates and publishes the *Daily Absent and Late Sheet* every school day. This is distributed to teacher staffrooms by 10.30 a.m., each morning.
- Teachers check their class rolls against the *Daily Absent and Late Sheet* to identify students who are missing from class without explanation.

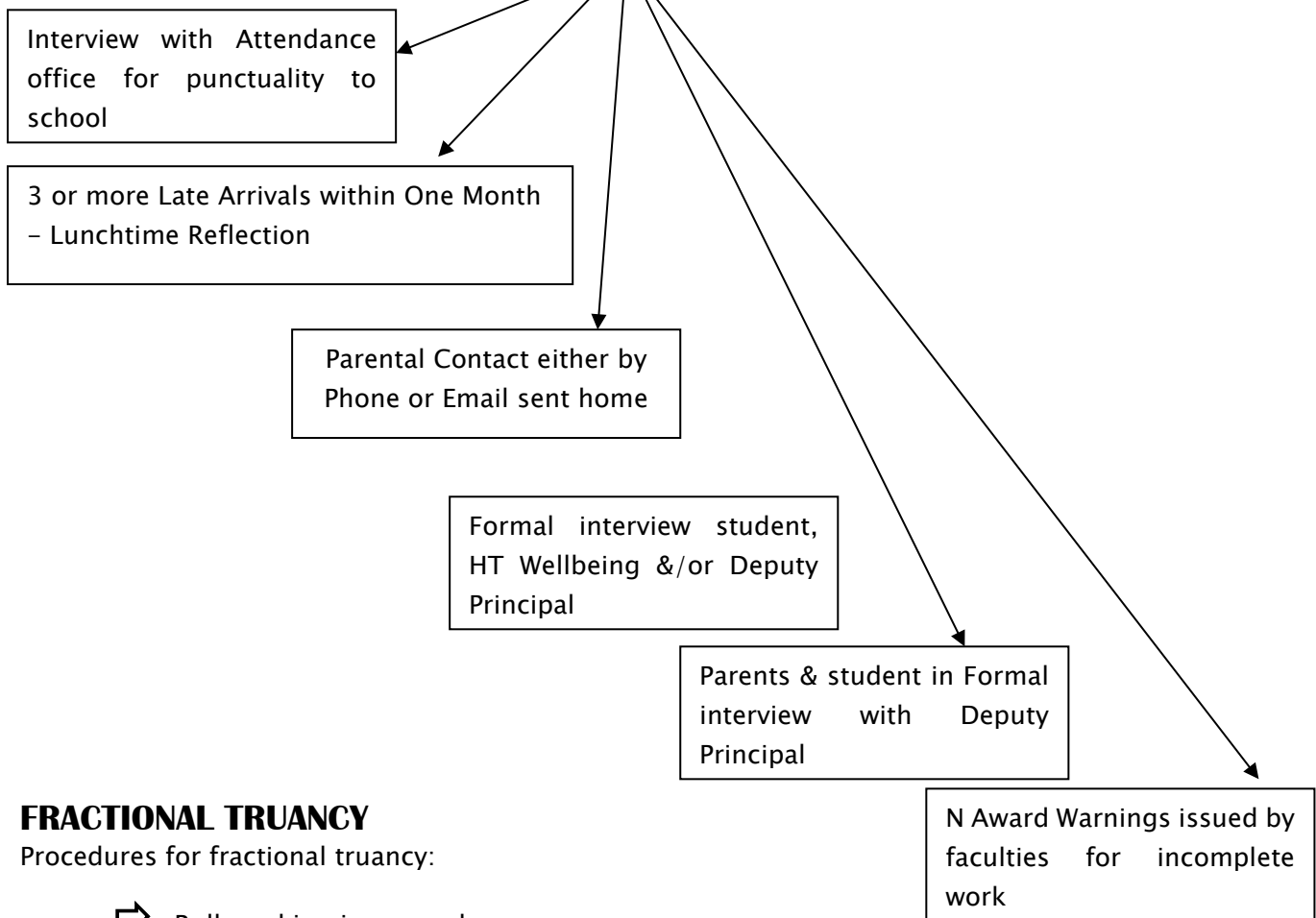
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SCHOOL PRACTICE cont.

- Names of truanting students are reported to HT's, school will contact parents when students are confirmed as truanting.
 - HT's issue school after-school reflections to students who absent themselves without permission.
 - Truancy letter generated on Sentral.
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- Students leaving school early, bring a letter from a parent to Student Reception for processing. An electronic slip recording school, name, photo, date and time of departure is issued to the student.
 - Students who are intending to be absent for an extended period for reasons such as overseas travel – parents should request an 'Extended Leave' form from the school to request leave and explain the circumstances. If leave is granted by the principal, leave will be recorded as 'explained' and students are to organise plans for missed work with individual teachers.
 - The school communicates issues of attendance, punctuality and truancy via the following:
 - Daily SMS/email messages to parents or phone calls
 - Parent/Teacher Events
 - SENTRAL Notifications of Truancy letters
 - Explanation statements within in-school Reflection Notifications
 - Interviews – Teacher/ Parent, Attendance Officer, Year Adviser, DP, and Principal
 - Sentral Notification of Attendance Concern letters
 - Student Monitoring Books
 - In circumstances where a disputation occurs regarding attendance, the school issues students with a *Confirmation of Attendance Sheet* whereby the student's teachers verify attendance using their records for each lesson on the day in dispute. The school roll is amended if found to be in error.
 - Year Advisers are Learning Support Team members and they have responsibility for identifying Australian and permanent resident students with unsatisfactory attendance rates below 70% and international students whose attendance is below the 80% visa requirement.
 - Head Teacher Teaching and Learning prepare HSLO referrals for identified students.
 - Head Teacher Teaching and Learning meet with the HSLO to provide relevant background information about issues that may have impacted on a student e.g. hospitalisation, travel and bereavement.

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LATENESS STRATEGIES



FRACTIONAL TRUANCY

Procedures for fractional truancy:

- ⇒ Roll marking in every class
- ⇒ Check absentee sheet everyday
- ⇒ Check with office for Sick Bay or sign out
- ⇒ Inform Student Reception, so they can send an email to the student's parents
- ⇒ Follow up with student, confirm truancy and inform them of work to be completed by next lesson
- ⇒ Ring parents and record on Sentral
- ⇒ Create letter 'notice of truancy'. Take this to office for photocopying and posting
- ⇒ Provide details to HT voicemail. HT will issue a School Reflection
- ⇒ HT will follow up with the student if Reflection not completed
- ⇒ If the student fails to make up the required work, place on lunchtime Reflection